



UNIVERSITY OF CENTRAL FLORIDA  
OFFICE *of* FACULTY AFFAIRS

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**Faculty/A&P Sick Leave Pool Open Enrollment Application**

The Faculty and A&P Sick Leave Pool has open enrollment periods each March and September. Joining this Sick Leave Pool requires that you have been continuously employed with the university in a benefits-earning position for more than one year. In addition, you are required to have a balance of at least 64 hours of unused sick leave from which you must donate 16 hours upon your acceptance into the Sick Leave Pool. Part-time benefits-earning faculty and A&P employees must have a sick leave balance and donate sick leave hours to the pool in an amount that is proportionate to the full-time equivalency of their position. Donated hours will be deducted on the first pay period following the end of the open enrollment period. Please note that once you have signed up, you do not need to sign up again as long as you are employed at UCF.

Please return your completed application to Academic Affairs, Office of Faculty Affairs no later than the last workday in March or September. Should you have any questions, please call Barbara Davis at (407) 823-1113 or e-mail her at [Barbara.Davis@ucf.edu](mailto:Barbara.Davis@ucf.edu).

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Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Extension: \_\_\_\_\_

College: \_\_\_\_\_

+4: \_\_\_\_\_

UCF Date of Hire: \_\_\_\_\_

Full-time:

Part-time:

I agree to the transfer of 16 hours of sick leave from my sick leave account to the Sick Leave Pool.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail to:

Academic Affairs,  
Office of Faculty Affairs  
Millican Hall, Suite 351  
+0065