



## 2012 OPEN ENROLLMENT: Sick Leave Reserve Program

Only **OPEU, AFSCME and Non-Union** are eligible for enrollment in the Sick Leave Reserve Program.

During open enrollment, you have the opportunity to elect to participate in the Sick Leave Reserve Program. The full policy 4.12 can be viewed on Springboard. You may also request a copy of the policy from Human Resources.

The election is valid by contributing eight hours of your accumulated unused sick leave to the Sick Leave Reserve bank (prorated based on budgeted Full Time Equivalency – FTE, and adjusted for 56 hour and part-time employees). Your contribution to the bank entitles you to membership rights under the program.

If you choose not to participate within the initial or annual enrollment period, you will be ineligible for income replacement under the program for the plan year beginning January 1, 2012 and ending December 31, 2012.

Follow the instructions below if you wish to enroll in the Sick Leave Reserve Program which entitles you to membership for the 2012 plan year.

➤ **How to enroll during 2012 Open Enrollment** (Only available on a computer within the City network.)

- 1) Login to PeopleSoft Employee Self-Service.
- 2) Select: *Employee Self Service > Benefits > Open Enrollment*.
- 3) The page will appear with the check box that you can check to enroll in SLRP.



- 4) Check the box if you would like to enroll in SLRP for the plan year and have 8 hours of sick leave taken from your sick leave bank. If you don't want to sign up for SLRP, the enrollment page is defaulted to "NO" (unchecked) and you don't have to go to this page at all.
- 5) Click on the *Save* button to save your selection.
- 6) Each year when you navigate to this page for open enrollment, you will need to recheck the box if you want to enroll.
- 7) The page will be grayed out after open enrollment and you will not be able to make changes to this page.