

Subject

**CHARGING SALARIES TO CENTRAL SICK LEAVE FUND –
Exempt, Faculty, Vocational Instructor and Support Staff**

2. Should an *eligible employee's absence be medically supported for 10 or more consecutive working days, the Originator of a staffing action may request approval from Human Resources to utilize the Central Sick Leave Fund to charge the salary of the replacement employee who is covering for the *eligible employee on sick leave.
3. For each occurrence where staffing is submitted to Human Resources which is charged to the CSLF, approval is required from the *Manager, Staffing, Benefits and Compensation*.

The approval from Human Resources will normally take the form of an email and will include the specific period where approval is required to charge the replacement employee to the CSLF.

The period of the applicable staffing action will coincide with the specific timeframe that the ill employee's absence is medically supported by the OC claims adjudicator.

Sample email requesting approval to utilize the Central Sick Leave Fund:

To: **Manager, Staffing, Benefits and Compensation**
 Subject: **Authorization to Utilize Central Sick Leave Fund ("CSLF")**

This email is to request approval to utilize the Central Sick Leave Fund for the period of [date] to [date] to backfill [name of employee] on leave.

I understand that the total cost of the replacement's salary and benefits charged to the CSLF cannot exceed the cost of the salary and benefits for absent employee.

4. Approved charges to the CSLF utilize the following position numbers (found in FOAP look-up):

| | |
|------------------|--------|
| ADMIN / EXCLUDED | P00089 |
| FACULTY | P00090 |
| VOCATIONAL | P00091 |
| SUPPORT | P00092 |

5. Once approval is received to utilize the CSLF, the email approval is attached to the applicable Hiring Proposal of the replacement employee as authorization.