Sick Leave Fund Shortfall Frequently Asked Questions

Am I required to make a shortfall contribution if I don't have 40 hours of accrued sick leave?

No. You are exempt from the required shortfall contribution if you have or you would have less than 40 hours of accrued sick leave after contributing. Exempt status allows you to remain a Participating Employee in the Sick Leave Fund in this situation. See Section X.D of the Sick Leave Fund and Direct Grant Policy.

Can I make a shortfall contribution from my accrued annual leave?

Yes, you may, but you do not need to use your accrued annual leave to make a shortfall contribution. However, do not use your accrued annual leave if you would have less than 40 hours after contributing. See Section IX.C of the Sick Leave Fund and Direct Grant Policy.

Can I use both accrued annual and sick leave to make a shortfall contribution?

Yes. You can combine hours from your accrued sick leave and annual leave to make up the 8-hour shortfall contribution. However, you must have at least 40 hours of sick leave and 40 hours of annual leave after contributing. See Section IX.C of the Sick Leave Fund and Direct Grant Policy.

What time codes should be used for shortfall contributions?

It depends. There are three timecodes to apply when the Participating Employee donates, depending on the type of donated leave (accrued sick leave, accrued annual leave or excess annual leave).

Table 1: Time Reporting Codes Used for Sick Leave Fund Shortfall Contributions

Code	Name	Definition
ALFP-	**Current Member** – Annual Leave Donation for Sick Leave Fund	Current member wishes to donate annual leave to the Sick Leave Fund, including shortfall donations.
ELFP-	**Current Member** – Excess Annual Leave Donation for Sick Leave Fund	Current member wishes to donate excess annual leave to the Sick Leave Fund, including shortfall donations.
SLFP-	**Current Member** – Sick Leave Donation for Sick Leave Fund	Current member wishes to donate sick leave to the Sick Leave Fund, including shortfall donations.