



"Kathy L. Griesbeck, Leave
Manager"
<Kgriesbeck@notes.cc.sunysb
.edu>

11/02/2001 09:56 AM

To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject Sick Leave Exchange Program (SLEP)

TO: West Campus & HSC United University Professions (UUP)
And Management Confidential (BU #13) Employees

The State of New York - Governor's Office of Employee Relations provides for a Sick Leave Exchange Program. Eligible full / part time employees may elect to participate once each year by reducing their sick leave accrual rate, in exchange for a credit to be applied toward the cost of their NYSHIP health insurance premiums paid during the calendar year 2002.

Full-time employees will receive a credit of up to \$300.00 to be used to reduce their bi-weekly insurance premium, in exchange of earning 3.00 less sick days during their period of obligation in calendar year 2002

Part-time employees will receive a credit of up to \$150.00 to be used to reduce their bi-weekly insurance premium, in exchange of earning 1.50 less sick days.

The election period for calendar year 2002 of this program is November 1, 2001 through November 30, 2001.

ELIGIBILITY - employees must meet ALL of the following:

- 1- Minimum balance of 15 sick days at time of election
- 2- Employed on an annual or bi-weekly basis
- 3- Be eligible to receive an employer share contribution toward NYSHIP premiums while on the payroll and not in any leave status
- 4- Eligible to earn at least .50 day sick leave credit per month
- 5- Be a SUNY UUP (BU#08) or Management Confidential (BU#13) employee
- 6- Be on the payroll some portion of the election period
- 7- Be a NYSHIP contract holder in the Empire Plan or an HMO enrollment (when two employees are covered under the same health insurance contract, ex. married employees, only the contract holder may participate)

Eligible employees may choose to participate in the Sick Leave Exchange Program by completing the election form found at <http://www.stonybrook.edu/hr>. Go to Time and Attendance/scroll down to LINKS/click on Sick Leave Exchange Program Form (SLEP) and submit it by Friday, November 30, 2001 to:

Human Resource Services
Administration Bldg. - Room 390
Zip - 0751
Attention: Des Jessop