



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

**This message has been approved by Shelley Lopez, Program Director, Communications/Special Projects, for distribution to all Department Representatives.**

The open enrollment period for University Sick Leave Pool membership is **February 4 – February 22, 2019**. Applications will be available beginning February 4, 2019, and must be received in Human Resources no later than **Friday, February 22, 2019, at 5:00 p.m.**

Applications received in Human Resources prior to February 4, 2019, or after February 22, 2019, will not be accepted. Applications must be submitted directly to Anna Capenos via email at [acapenos@fsu.edu](mailto:acapenos@fsu.edu).

To access Sick Leave Pool information, including the application and other related forms, please visit the [HR website](#).

**Questions?** Contact Anna Capenos at [acapenos@fsu.edu](mailto:acapenos@fsu.edu) or 850-644-9610.