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## MEMORANDUM

To: Deans, Directors and Department Heads

From: Juan A. Jarrett  
Assistant Vice Chancellor for Human Resources

Subject: Sick Leave Bank Fringe Rate

Date: January 31, 2008

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The Amherst campus has instituted a new fringe benefit rate to provide backfill funding to departments who have staff drawing from a campus sick leave bank (SIB) or AFSCME Extension of Sick Leave (ESL). This new rate addresses an identified campus need to provide support to campus units who lose the services of an employee for an extended period of time. The new fringe rate charge was implemented in the payroll account charges for pay period end date December 8, 2007. Use of the backfill fund will begin February 3, 2008.

This new fringe benefit rate will not apply to faculty positions, and faculty salaries will not incur this charge. Faculty are still eligible to utilize the MSP sick leave bank, but no backfill funding will be provided to their departments during the faculty member's absence.

The fringe rate for this first year will be 0.18% and will be adjusted annually based on prior year actual spending. The rate will be charged against staff salaries paid from all fund categories.

Beginning February 3, 2008, when a department receives notice that SIB or ESL benefits have been approved, the department will submit time & attendance consistent with current instructions provided to the employee's supervisor by Human Resources. The time & attendance codes used will result in those expenses being charged to a central budget, freeing up funds in the department's budget to address the additional workload created by this absence.

If you have any questions about this program please contact Kelly Pleasant, Benefits Supervisor (545-1478, [kpleasant@admin.umass.edu](mailto:kpleasant@admin.umass.edu)).