



I ♥ MY PANTHER BENEFITS

Phone: (305) 348-2181 • Email: benefits@fiu.edu • Website: hr.fiu.edu/benefits

Benefits Updates | February 17, 2025

Reminder Flexible Spending Accounts (FSA) for Plan Year 2024

- **Deadline to Use Funds:** The grace period to use or incur eligible expenses for **Dependent Care** Flexible Spending Accounts is **March 15, 2025**.
- **Filing Deadline** (*use it or lose it!*): All claims must be submitted to Chard Snyder by the filing deadline of April 30, 2025 (or the tax filing deadline). Any amount remaining will be forfeited.

For more information, visit the State's website for [Spending Accounts](#) or contact Chard Snyder's Customer Service representatives at 855-824-9284 or email FloridaAskPenny@chard-snyder.com.

Sick Leave Pool Program Open Enrollment | February 21 – March 7, 2025

The annual [Sick Leave Pool \(SLP\) program](#) Open Enrollment period will take place from **Friday, February 21, 2025, through Friday, March 7, 2025**. An email invitation will be sent to all eligible employees, including new and renewed members.

- **New members:** Review instructions included in the email invitation and complete your enrollment by the applicable deadline.
- **Current members:** No action is required if you meet the renewal requirements and wish to maintain your membership. Your membership will be automatically renewed, and the required hours will be deducted from your accrued balance on your **Friday, March 21, 2025, paycheck**.

For additional information, please email Benefits@fiu.edu.

Personal Leave of Absence Without Pay

Things happen and sometimes you may need to take time off from work to focus on personal matters. If you do not have available vacation leave, you may request a personal leave of absence without pay. According to FIU's [Personal Leave Without Pay Policy](#), an employee may be granted a personal leave of absence without pay for up to three months, **subject to department head approval**. Please keep in mind that the employee must deplete all available vacation leave before the personal leave without pay may be approved. The employee is eligible to continue benefits coverage during their leave, provided the required insurance premiums are paid directly to People First.

If you are planning to take time off due to personal reasons for longer than one (1) pay period and have no vacation leave accruals available, you must submit an online *Leave of Absence Request* form. The form is available in PantherSoft self-service (my.fiu.edu), navigating to: *Employee Resources > Employee Forms > Benefits Forms > Online Leave of Absence Request Form*.

For more details, please visit our [FIU-HR website](#) or contact HR Leaves at HRLeaves@fiu.edu.

Questions? Contact Benefits Administration at benefits@fiu.edu.