

# Shared Sick Leave Program

## CITATION REFERENCE

OFFICIAL TITLE	POLICY ON SHARED SICK LEAVE PROGRAM
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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## Policy Statement

University System of Georgia (USG) institutions are authorized to establish a pool through which employees may voluntarily donate unused sick leave to a pool for possible use by another institutional employee who is experiencing a serious health condition or whose immediate family member is experiencing a serious health condition and has used all of their accumulated paid leave.

The Shared Sick Leave Program provides a means for USG employees to donate paid sick leave to a shared leave pool and for fellow employees who meet the eligibility provisions set forth in this policy to request leave from the pool.

## Applicability

All units of the University System of Georgia (USG) are covered by this policy.

## Who Should Read This Policy

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- x Leave Donor An employee that makes a voluntary, written request for the irrevocable transfer of sick leave to the Shared Leave pool. Once leave has been transferred to the leave pool, it may not be used by

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Should the pool be depleted a second time in a given calendar

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Eligibility for Benefit:

In order to receive shared leave, the employee must:

- x be a member of the leave program, and
- x have completed the initial provisional period of employment, and
- x provide certification of a serious health condition from a licensed physician, and
- x have exhausted all sick and annual leave (or must

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writing to the institution's Chief Human Resources Officer for the program. Policies must be established.

The committee may consist of one Human Resources staff member from a work unit other than the applicant's unit may be included as deemed appropriate by the administration.

Shared leave requests will remain confidential and be based directly related solely to the needs of potential leave recipients, their supervisors, and leave committee members may not discuss the content of their application for shared leave with anyone outside of privacy guidelines.

on

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Provide guidance to institution human resources officers on appropriate Shared Leave policy application, monitor campus practices for compliance. Ensure appropriate use of the USG Shared Leave Policy (USG HR 15) and program enrollment and ethical application of the policy, ensure compliance with applicable laws.	404-962-3235 <a href="mailto:usghr@usg.edu">usghr@usg.edu</a>

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at least forty (40) hours of personal sick leave upon donation (noted for parttime employees).

What if I change my mind about donating leave?

Donations are irrevocable but donors may give written notice to terminate membership.

Can I donate leave upon my leaving the institution or University System of Georgia?

No. Leave cannot be donated upon termination.

How can I donate leave?

During Open Enrollment, complete the Shared Leave Donation form and send it to Human Resources for processing.

Is a leave pool member required to donate hours every year in order to maintain membership?

No. An initial donation is required to become a member. Additional donations are voluntary unless the pool is considered depleted, which an additional mandatory eight hour donation is required from all participants to continue membership.

When will donated hours be deducted from an employee's sick leave balance?

The donated leave will be transferred from the employee's leave balance to the Shared Leave pool at the same time other benefit elections are effective (normally January 1).

Can shared sick leave be used intermittently?

Yes, when medically necessary to care for an employee's serious health condition or that of their immediate family member.

Can shared sick leave be used for absences due to childbirth?

Yes, for the period of time deemed medically necessary by a health care professional, typically the six weeks immediately following childbirth for normal delivery, without any complications.

## Related Documents and Resources (External)

x None