

## **SHARED SICK LEAVE PROGRAM**

### **Frequently Asked Questions**

#### **Who is eligible to request Shared Leave?**

Employees meeting the following criteria:

- A current employee who has completed the employment provisional period
- The employee experiences a serious health condition as defined by FMLA or his/her immediate family member experiences a qualifying serious health condition requiring the employee's presence
- The employee has exhausted or will exhaust his/her personal leave time, and
- The employee participates in the Shared Leave program.

#### **How will I know that I have received Shared Leave?**

You will be notified by Human Resources via written documentation.

#### **What happens to any Shared Leave I don't use?**

All unused leave will go back to the pool.

#### **Will an affected employee continue to accrue sick and annual during the time missed from work?**

Yes, the employee will accrue leave based on their current compensation status. Accrued annual and sick leave will be applied to the absence before Shared Leave is applied.

#### **How much leave may be requested?**

You may request up to 160 hours of leave per application (pro-rated for part-time employees) up to three (3) times in a calendar year for a maximum of 480 hours (12 twelve weeks) (pro-rated for part-time employees).

#### **Can Shared Leave be used to care for an Immediate Family Member?**

Yes, the recipient may use the Leave for the care of an immediate family member requiring the employee's presence, which meets the FMLA definition of a serious health condition.

### **Who is eligible to donate leave?**

Any benefit eligible employee that has participated in the pool and has completed their six (6) month provisional period.

### **How much leave may I donate?**

You may donate leave in eight hour (8, 16, 24, etc.) increments, with a minimum donation of eight (8) hours and a maximum donation of 80 hours per enrollment period. Donors must retain at least forty (40) hours of personal sick leave upon donation (pro-rated for part-time 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, Benefits Department 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 in which an additional mandatory 8 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 which is typically the six weeks immediately following childbirth for normal delivery, without any complications.