

Shared Sick Leave Request Form

The Shared Sick Leave Program allows employees to donate their unused sick leave to a pool where it can be used by other members who have exhausted all accrued paid leave and require time away from work due to a serious health condition or immediate family member. Users can request up to 480 hours within a 12-month rolling period and must be on an approved leave of absence continuously or intermittently. Review policy here https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Shared_Sick_Leave_Program_Time_Away_from_Work.pdf.

To request a donation, complete a SSL Request form and have an **FMLA Medical Certification** on file with Georgia Tech Human Resources. Medical forms can be found on the GT Benefits site under Forms and Guides.

Completed requests and medical documentation should be submitted to your assigned Benefits Leave Associate.

Name: _____ Employee Id#: _____

Department: _____ Email: _____

Qualifying Condition Begin Date: _____ Qualifying Condition End Date: _____

I hereby acknowledge and certify the following:

I am an active member of the Shared Sick Leave Program.

I have completed an **FMLA Medical Certification** of a serious health condition for myself or immediate family member. **Not required for maternity leave.**

I agree to notify the Benefits Leave Associate if I am approved for benefits (i.e., Workers Compensation, Disability Benefits, Social Security Insurance, Retirement, etc.) prior to receiving donated sick leave.

I acknowledge that I have read and understand the program/provision as set forth in the Shared Sick Leave Policy.

Employee Signature (or Authorized Representative)

Date

**I understand that documentation of having a Power of Attorney is required with this form is completed on behalf of the employee.*

TO BE COMPLETED BY BENEFITS LEAVE ASSOCIATE

Approved

Denied

Sick Leave Hours Received:

Begin Use Date:

End Use Date:

GT Benefits Leave Associate

Date

If Denied: Your request for donated leave was denied for the following reason(s):

Denied requests may be appealed in writing to Chief Human Resources Officer Skye Duckett. Submit your appeal along with your denial notice in writing to the Georgia Tech Human Resources.