



MIDDLE GEORGIA STATE UNIVERSITY SHARED SICK LEAVE POLICY

Policy Statement

University System of Georgia (USG) institutions are authorized to establish policies 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 who has used all of their accumulated paid leave.

Reason for Policy

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.

Definitions

These definitions apply to the terms as they are used in this policy:

- **Employee** - Any USG employee who accrues annual or sick leave as a benefit of his/her employment by the System, including part-time employees.
- **Immediate Family Member** as defined in the Human Resources Administrative Practice Family and Medical Leave policy (child, spouse, or parent – but not in-laws)
- **Leave Donor** -

additional sick or annual leave prior to the absence. Some examples of such conditions include: advanced or rapidly growing cancers, acute life-threatening illnesses, chronic life-threatening conditions in need of immediate care, life-threatening infections, severe injuries arising from automobile or other serious accidents and severe or life-threatening conditions involving failure of bodily organs or systems (e.g., heart attack). The absence may be continuous, as in hospitalization following surgery or an accident, or intermittent, as in periodic absences for chemotherapy or other procedures.

Overview

The following provisions shall apply to the Middle Georgia State University Shared Sick Leave Policy:

- Only regular benefits eligible employees who have completed their 180-day provisional period shall be eligible to enroll in the Shared Leave Program.
- An employee must enroll in the program during the annual benefits open enrollment period established by the Board of Regents or subsequent enrollment period due to the depletion of the leave pool as defined below.
- A minimum donation of eight (8) sick leave hours (pro-rated for part time benefits eligible employees) is required to become a leave pool member. A member must have a minimum of forty (40) sick leave hours (pro-rated for part-time employees) remaining after their donation at the time of enrollment.
- Any unused shared sick leave not used by a recipient for a qualifying illness or injury will be forfeited to the shared leave pool.
- Should the Shared Leave pool reserve drop to less than 120 hours, the pool will be considered depleted. In this situation only, all donors will be notified of the depleted pool status and automatically charged eight (8) hours per donor, unless the donor wishes to withdraw from the program. Leave requests will be honored in the order in which they were placed when the pool is replenished. The automatic charge to replenish the pool may occur only once per calendar year. At that time an institution may initiate a special open enrollment period to accept additional program participants. Should the pool be depleted a second time in a given calendar year, no further requests for Shared Leave will be accepted.
- The maximum withdrawal amount during a calendar year is 480 hours (12 weeks) (pro-rated for part-

- Employees receiving compensation from shared sick leave will continue to accrue annual and sick leave during their absence as long as they are paid at least one half of their monthly salary. Accrued annual and sick leave will be applied before Shared Leave.

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Requesting Shared Leave

An eligible employee may request shared leave by submitting the **Shared Sick Leave Program Leave Request Form** and a completed **Shared Sick Leave Program Physician's Certification Form** to the shared sick leave program administrator. If the employee is not capable of making application on his or her own behalf, a personal representative, having documented power of attorney for the employee, may make written application on behalf of the employee.

A potential leave recipient may request up to 160 hours (pro-rated for part-time employees) of Shared Leave at one time, and may make up to two additional requests for Shared Leave within a calendar year, for a maximum total of 480 hours (12 weeks) (pro-rated for part-time employees) per year. The requests may be consecutive.

Approval Process

Donated leave requests will be reviewed by the Shared Leave Program Committee. The leave recipient will be notified within ten (10) working days after the completed request is received (or the period designated within institutional policies or procedures, if that date is later) that:

- the request has been approved; and
- the date the employee may begin drawing leave (4/1/01) (1/1/01) EMC /LBoinur

The Committee's decision to approve or disapprove a request for Shared Leave will be by simple majority vote and may be the result of communication by email, telephone, or other means in lieu of meeting together in one location.

Confidentiality

Any medical information provided in conjunction with shared leave requests will remain confidential **and** will only be shared on a strict need to know basis directly related solely to shared sick leave program administration. Additionally, potential leave recipients, their representatives, departmental constituents and/or shared leave committee members may not reveal any health information or medical condition as part of their application for shared leave

Frequently Asked Questions

Who is eligible to request Shared Sick 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.

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 Sick Leave Program Enrollment 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