

Shared Leave



Human Resources



Shared Sick Leave

- 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.



Leave Donation

- Employees will be given the opportunity to donate a specified number of sick leave hours (in eight (8) hour increments up to a maximum of 80 sick leave hours per enrollment period) from their sick leave accounts to the Shared Leave pool by completing an Enrollment Form.
 - The donated leave will be transferred to the Shared Leave pool at the same time other benefit elections are effective (normally January 1).
 - Employees are allowed to enroll in the shared leave program during the University's annual benefits open enrollment period (normally each fall).



Eligibility for Benefit

- In order to receive Shared Leave, the employee must:
 - be a member of the leave program (must have enrolled in the program during open enrollment), and
 - have completed the initial provisional period of employment, and
 - provide certification of a serious health condition (as defined in USG policy) from a licensed physician, and
 - have exhausted all sick and annual leave (or provide credible medical evidence that he or she will exhaust all sick and annual leave before the medical condition is resolved).



Requesting Shared Leave

- An eligible employee may request shared leave by submitting the Request Form and a completed 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 program administrator and the Shared Leave Program Committee (if applicable). The leave recipient will be notified within ten (10) working days after the completed request is received that:
 - the request has been approved; and
 - the date the employee may begin drawing leave from the pool, and
 - if the employee has entered the status of leave without pay, the approved Shared Leave may be substituted retroactively to cover the period of leave without pay.
 - Or the request has been denied; and the reason for the denial



Membership Termination

- An employee may withdraw from the pool at any time by sending a written request to the Shared Leave Program Administrator. Any leave contributed to the pool prior to withdrawal shall be forfeited.

