



# AUGUSTA UNIVERSITY

## Shared Sick Leave Program

Augusta University Shared Sick Leave Program is designed to provide assistance to employees who have exhausted or anticipate exhausting paid sick leave due to catastrophic or life threatening medical needs of the employee. Employees of Augusta University (AU) may donate sick leave to the Shared Leave Pool. The donation of leave is voluntary and must be made during the established enrollment period. All donations are irrevocable. Donations to the Shared Leave Pool are submitted to Human Resources.

We are requesting donations during the share leave donation enrollment period, **October 29, 2018 – November 9, 2018**. Donations made during the enrollment period, will then be available for leave requests beginning **January 1, 2019**. An employee who donates leave must retain a total of 40 hours of sick leave in his/her own sick leave account (pro-rated for part-time employees). If you would like to donate, please complete this donation form and return to Human Resources for processing.

### Shared Sick Leave Donor Authorization

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone Number

I wish to donate \_\_\_\_\_ hours of sick leave (8 hour minimum/80 hour maximum) to be used as part of the Shared Leave Program. This is a one time donation and I agree that my donation is strictly voluntary. I agree that the transfer hours have already been accrued. I agree that after my leave donation is charged I will keep the minimum balance (40 hours) of sick leave.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorizing Office

\_\_\_\_\_  
Date