

## 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 Georgia Tech employees who have used all of their accumulated paid leave, but are experiencing serious health conditions.

To request a donation from the sick leave pool, an employee must complete this form and also have an Family and Medical Leave Act (FMLA) Medical Certification on file with Georgia Tech Human Resources (GTHR). Visit [hr.gatech.edu/shared-sick-leave](http://hr.gatech.edu/shared-sick-leave) for complete details and eligibility requirements.

**INSTRUCTIONS:** Complete this form. Once completed, save the form and submit it to the GTHR Benefits Extended Leave Team using this confidential Dropbox: [CLICK HERE TO SUBMIT FORM.](#)

Employee Name:	Employee ID:	Employee Email:
Employee Department:		Employee Phone:
Date qualifying condition began:		Date qualifying condition is expected to end:
Number of Shared Sick Leave hours requested:		Date to begin use of Shared Sick Leave hours:

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 an immediate family member.

I agree that I will notify Georgia Tech Human Resources if I am approved for other benefits (i.e., Workers Compensation, Short- or Long-Term Disability, Social Security Insurance, Disability Retirement, etc.) prior to or after I begin receiving donated sick leave.

I acknowledge that I have read and understand the program provision as set forth in the [Shared Sick Leave Program](#) 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.*

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**



**Next Steps**

Once you [submit your form through the confidential GTHR Dropbox](#), you will receive a confirmation email stating your request was received. GTHR will review your request and follow up in five to 10 business days.

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

**FOR USE BY GEORGIA TECH HUMAN RESOURCES (GTHR)**

**Type of Request:**

**Status of Request:**

*If not approved:*

Your request for donated leave cannot be accepted due to the following reasons:

**Shared Sick Leave Program Administrator Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_