Shared Sick Leave Program
Agenda

- Introductions
- Background and History
- Overview of New Policy
- Membership
- Requesting Shared Leave
- Process
- Confidentiality
- Questions & Answers
Background & History

• Georgia Tech’s program was created in 2010
  • “Donated Sick Leave Program”
• Georgia Tech began transition to the USG program in 2017
  • Fully transitioned with new branding 2020
• The program is open to benefits-eligible employees with more than six months of service
• It is intended for critical/life threatening illnesses/conditions
  • Pregnancy and delivery were added in 2018
“The purpose of this policy is to establish criteria and standards for the donation of accrued sick leave to a sick leave pool in order to cover absence of a benefits-eligible employee necessitated by illness or injury of the benefits-eligible employee or an immediate family member (spouse, parent, or child) of a benefits-eligible employee”

• Visit: policylibrary.gatech.edu/employment/donated-sick-leave

• Must be a member of Pool to receive hours from Pool
  • One-time donation required
• Can request hours for any FMLA-qualifying reason
  • Including maternity
Membership

- Donate a minimum of 8 hours
- Maximum donation is 80 hours
- Donate during Open Enrollment (only)
- Must have 40 hours sick time remaining after donation
Requesting Shared Leave

• Submit Request to GTHR
  • Shared Leave Request form
  • FMLA Physician’s Certification

• Make request up to 160 hours at one time
• May make up to 2 additional requests
  • Maximum total 480 hours (12 weeks) per year
Process

1. GTHR receives request & determines eligibility
2. Request is sent to Committee
3. Committee renders decision via email
4. GTHR notifies Employee of decision via email
5. GTHR makes applicable adjustments to Employee’s sick balance
6. GTHR tracks approved hours
Confidentiality

• HIPAA and Privacy Rules apply
• Requestors remain anonymous to Committee
Questions & Answers

Athena Jones, Leave Management Specialist
Georgia Tech Human Resources
(404) 385-2377
athena.jones@ohr.gatech.edu