

Reminder - Shared Leave program is changing

Good morning, HR Partners,

Please distribute this message as you wish.

UGA's shared leave program is changing. The program allows employees who have a serious illness and have exhausted all forms of sick and annual leave can apply to receive leave donated by other employees.

One main change is that anyone who wants access to shared leave as of January 2017 must donate sick leave to a leave pool during open enrollment in fall 2016.

During open enrollment, employees who wish to participate must donate a minimum of 8 hours of sick leave, but can donate up to 80 hours. In order to donate, an employee must have 40 hours of sick leave remaining as of January 1, 2017, after the donation is taken from their sick leave balances. Employees considering participating in the new program should check their sick leave balances and begin planning now, to ensure they have sufficient hours banked by January.

Factors that can affect whether and how much employees want to donate to the leave pool can include having responsibility for young children or elderly parents, current leave balances, and participation in the TRS system, which allows sick leave to be credited toward retirement. The new shared leave program will allow the use of share leave for the care of seriously ill immediate family members instead of being limited to employees only.

UGA is making this change to align with University System of Georgia policies and procedures. For more information, see <http://www.hr.uga.edu/shared-leave> and http://www.usg.edu/hr/manual/shared_sick_leave_program. Call Human Resources at 706-542-2222 if you have questions about the shared leave program.