



Shared Sick Leave Program – Request Form

Employee Name: _____ OneUSG ID: _____
Phone #: _____ Email: _____
Department: _____ Supervisor: _____

I am requesting _____ hours of Shared Leave under the terms specified in the Shared Sick Leave Program Policy.

I hereby acknowledge and certify the following:

- I am an active member of the Shared Sick Leave Program.
- I have submitted a medical certification form to verify a serious health condition for myself or an immediate family member.
- I agree that I will notify the Office of Human Resources if I am approved for other benefits (i.e., Workers Compensation, Short Term 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.
- I understand that documentation of having a Power of Attorney is required with this form if I am acting on behalf of the employee recipient.

Date Medical Condition Began

Date Medical Condition is Expected to End

Signature of Recipient (Authorized Representative)

Date

INSTRUCTIONS: Please complete and return this Shared Sick Leave Request form and the Medical Certification form to benefits@gcsu.edu



FOR USE BY THE OFFICE OF HUMAN RESOURCES

Type of Request: Initial Request _____ Secondary Request: _____

Status of Request: Leave Request Approved _____ Leave Request Not Approved _____

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

Human Resources Signature

Date

If this request is denied and you wish to appeal this decision, submit your appeal along with this notice, in writing to the Office of Human Resources- Shared Sick Leave Program Administer.