

University of Georgia – College of Education
COE PROCEDURE-4
SHARED LEAVE SOLICITATION

Updated June 15, 2006

Background

The University of Georgia has policies regarding shared leave. See http://www.hr.uga.edu/shared_leave.html. It is the policy of the University of Georgia that employees may voluntarily donate sick or annual leave to other employees who have exhausted all of their sick and annual leave and, because of a medical emergency, are in need of additional sick leave. This COE procedure is to help employees solicit the time they need in a confidential manner with the help of the Dean's Office.

Procedures

This procedure is found on the Dean's Cabinet web site under Procedures. See <https://ssl.coe.uga.edu/cabinet/index2.php?ssx=ad65f14ed13891e1dcd86dd118aab042> Once an employee has been approved by Human Resources he/she should contact the Dean's Office for assistance in soliciting hours needed. Staff should contact the Assistant Dean for Finance. Faculty should contact the Associate Dean for Faculty, Administration and Finance. See shared leave form:

http://www.busfin.uga.edu/forms/shared_leave_request.pdf

To facilitate the process the Deans' Office would send out a message to all COE employees requesting donations. The employee's name and circumstances would not be made known.

The Process

1. Obtain an approved shared leave form from Human Resources. See <https://ssl.coe.uga.edu/cabinet/procedures.php?ssx=b24028506c3c5c51368b997344ea7d7a>
2. Contact the Dean's Office. Faculty would contact Dr. Cheri Hoy and staff would contact Bill Stauff.
3. A message would be sent out that would read:
"One of our employees has a need for donations of shared leave. Please contact me if you wish to contribute".
4. The donor would fill out the shared leave donation form and get it approved from Human Resources. See http://www.busfin.uga.edu/forms/shared_leave_donation.pdf.
5. The employee would be notified of any donations.

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