

Shared Leave Solicitation Form

Once University Human Resources has approved you for Shared Leave, please provide the following information so that CAES Employee Benefits can solicit leave for you.

Name _____

Signature _____

Department _____

Areas you would like to solicit leave

_____ CAES (whole college)

_____ Extension District/ Department

_____ Research Department/ Unit

_____ Teaching

Please note that per HIPPA regulations, we will not reveal any specifics of your illness, only that you have been approved for shared leave.

The statement that will be sent out requesting Shared Leave will be stated as follows:

Employee's Name, Dept in CAES, has been approved to be a shared leave recipient. If you would like to donate leave to Employee's Name, please complete the donor form
(http://www.busfin.uga.edu/forms/shared_leave_donation.pdf)
and send to UGA Human Resources, ATTN: Shared Leave Program, Human Resources Building, 215 S. Jackson St., Athens, GA 30602.
Please note that this employee will only be able to use donated leave as sick leave.

Mail form to: Whitney Gaughan
HR Specialist III
209 Conner Hall
Athens, GA 30602