HR Tip: Leaving UGA: What to do with your unused leave?

Did you know that if your employment with the University is coming to an end (retirement, changing jobs, etc.) and you have some unused sick or annual leave, you may donate your unused leave to another employee? You may not donate more hours than you could use during the remainder of your employment. For example, if you have 10 working days until retirement, you may donate only 80 leave hours (8 hours x 10 days). Also, the 120-hour rule still applies, so you must retain a combined total of 120 hours of leave in his/her own annual and sick leave accounts (pro-rated for part-time employees), unless the donation is to the leave account of your own spouse, child, or parent.

For more information about UGA’s Shared Leave Program, please contact Jan Hudson at libjobs@uga.edu or visit http://www.hr.uga.edu/shared-leave

HR Tips is brought to you by the Libraries’ Human Resources department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to libjobs@uga.edu. To view past HR Tips go to http://www.libs.uga.edu/humres/hrtips/index.html.