

[S.T.E.P.] HR Tips: Shared Leave Program Changes

Did you know that changes have been made to the Shared Leave Program? Effective July 2, 2010, in order for your request for Shared Leave to be approved, you must provide documentation that you have applied and been approved for Family and Medical Leave (FMLA) for your own serious, extreme, or life-threatening illness or injury. Specifically, each shared leave request must now include:

- 1 - A copy of the FMLA request form
- 2 - A copy of the FMLA Medical Certification form
- 3 - A copy of the FMLA Institutional Response form
- 4 - A completed Shared Leave Request Form
- 5 - A completed shared leave Physician's Certification of Emergency or Life Threatening Medical Condition form

Additionally, UGA Human Resources will be adhering more closely to the program's original definition of medical emergency as a *life-threatening or emergency medical condition* involving a serious, extreme, or life-threatening illness, injury, impairment, or condition.

For more information on Shared Leave and to access the forms mentioned above, please go to: <http://askuga.uga.edu/default.asp?id=962&SID=&Lang=1>

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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>.

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