

Procedure: 4.5.2p4. (III.U.6.d.) Annual, Sick, and Personal Leave

Revised: April 27, 2023; January 18, 2017; January 12, 2016; and August 29, 2022.
Last Reviewed: April 27, 2023; September 22, 2022; and January 18, 2017.
Adopted: April 2, 1987.



I. PURPOSE:

This procedure addresses the accrual and use of annual and sick leave, the conversion and use of personal leave, and the associated administrative requirements for utilizing these categories of paid leave.

II. RELATED AUTHORITY:

29 C.F.R., Part 825 – The Family and Medical Leave Act of 1993.
29 C.F.R., Part 1630 – Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act.
State Personnel Board Rule 16 – Absence from Work.
TCSG Procedure 4.5.1p. – Family and Medical Leave Act.
TCSG Procedure 4.9.9p. – Workers’ Compensation – Reporting an Accident.

III. APPLICABILITY:

All work units and Technical Colleges that are associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Break-in-Service: A voluntary or involuntary separation from employment of at least one full business day. *NOTE: an authorized or unauthorized leave of absence without pay is not considered a standard break-in service for leave accrual or a change in retirement system coverage.*

Eligible Employee: An individual appointed to a non-temporary salaried position in a TCSG work unit or more hours per week. An individual appointed to a part-time position has with it a work commitment of at least twenty (20) hours each week.
Hourly, temporary, and rehired retirees are not eligible to accrue leave.

Immediate Family: An employee's spouse, child, parent, brother, sister, grandparent, or grandchild, including active step and in-law relationships, as well as any other person who resides in the employee's household and is recognized by law as a dependent of the employee.

Immediate Supervisor: A supervisor charged with the responsibility for developing performance plans/expectations and who coaches, develops, and assesses the performance of subordinate employee(s).

Reviewing Manager: A manager charged with reviewing the performance plans and

evaluations prepared by lower-level supervisor(s) in their direct line of supervision.

TCSG Work Unit: The TCSG System Office, including, and the Office of Workforce Development and Employment Services, or an associated Technical College.

Workday: Monday through Friday unless an employee's regular work week includes Saturday and/or Sunday.

V. ATTACHMENTS:

Attachment 4.5.2p4.a1. – Selection of Payment Option – Work-Related Injury or Illness

Attachment 4.5.2p4.b2. – Request Form for Restoration of Forfeited Leave

VI. PROCEDURE:

A. General Provisions

1. An employee serving in a salaried position in a TCSG work unit with a regular work commitment of twenty (20) or more hours each week is eligible to accrue annual and sick leave as provided in this procedure.
2. Individuals who are not eligible to accrue leave include: temporary, hourly-paid employees; adjunct faculty members; part-time salaried employees with a work commitment of less than twenty (20) hours per week; and employees receiving service retirement, disability retirement, or involuntary separation benefits.
3. An eligible employee with more than 120 sick leave as of November 30 can convert up to twenty-four (24) hours of sick leave to personal leave as provided in this procedure
NOTE: An employee's sick leave balance must remain at or above 120 hours after the conversion.
4. A full- or partial-day absence from work will be charged to available annual, sick, or personal leave only on the day(s) an eligible employee would otherwise work and receive pay.
5. In the event, a TCSG work unit opens late, has an early release, or is closed for an entire workday due to such factors as inclement weather or other emergencies, an employee on a current period of approved leave or who was absent from work and whose request for leave had been previously approved in writing or verbally shall not have the authorized amount of leave reduced for such an occurrence.
6. An employee away from their regular worksite on official business is in work status and shall not be charged leave for time away from the worksite.
7. Leave cannot be used before it has accrued or been converted.
8. Annual, sick, and personal leave may be requested in increments no smaller than fifteen (15 minutes) minutes.
9. When a break-in-service occurs (e.g., a resignation, dismissal, etc.), an employee shall be paid for all accrued but unused annual leave as provided in this procedure, Absent the possible exception of service retirement, all accrued but unused sick leave, and all forfeited leave is lost unless the employee returns to

State service later in a position eligible to earn leave.

10. If an employee returns to State service following a break-in service, the employee's sick and forfeited leave balance(s) from their previous period of employment may be used for retirement purposes, in accordance with the regulations of the associated retirement system. In addition, the sick leave balance may be restored under the limited conditions outlined in this procedure.

B. Annual Leave

1. Accrual of Annual Leave

- a. An eligible full-time employee shall accrue annual leave at the end of each established pay period provided they are in pay status for the required number of hours as follows:
 - 1) An employee who is paid semi-monthly must be in pay status for at least forty (40) hours during the pay period; and,
 - 2) An employee paid monthly must be in pay status for at least eighty (80) hours during the pay period.
- b. Full-time employees scheduled for at least 40 hours per work week accrue annual leave at the following rates:

Complete Months of Continuous Service	Paid Semi-Monthly	Paid Monthly
0 through 60	5 hours per pay period	10 hours per pay period
60+ through 120	6 hours per pay period	12 hours per pay period
120+	7 hours per pay period	14 hours per pay period

- c. An eligible employee begins accruing leave at a higher rate on the first day of the pay period following completion of the required months of continuous service.
- d. The length of continuous service begins on the first day an employee reports to work in a position eligible to earn leave. Accrual is based on continuous, unbroken service. If there is a break-in service, the length of continuous service starts over on the rehire date. Following a break-in service, an employee who is rehired begins to accrue annual leave at the lowest semi-monthly or monthly accrual rate.
- e. When the day of the pay period is a regularly scheduled non-workday and an employee report to work on the first scheduled day the length of continuous service is calculated from the first day of the pay period.
- f. An eligible part-time employee who works twenty (20) or more hours per week shall accrue annual leave at the end of each established pay period at a pro-rated rate using the following formula: $(\text{the number of hours per week} \div 40) \times \text{the accrual rate} = \text{the hours accrued}$. For example, a 75%-time, thirty (30) hour per week employee paid monthly with three (3) three years of continuous service shall accrue 7.5 hours of annual leave: $30 \text{ hours per week} \div 40 = .75$, which is multiplied by ten (10) hours which equals 7.5 hours.

- g. The minimum period an eligible part-time employee must be in a pay period to accrue pro-rated annual leave is similarly pro-rated. For example, an employee that works 75% of a full schedule would need to be in pay status for 75% of the pay period (30 hours).
- h. An employee eligible to accrue leave who is not in pay status for the minimum number of hours referenced above shall not accrue annual leave for that pay period.
- i. Accrued annual leave will be available for use at the beginning of the pay period after it has been earned.
- j. An eligible employee can accrue up to 360 hours of annual leave. Any annual leave accrued more than 360 hours is forfeited at the close of business on the last day of the month. Forfeited leave can be restored in instances of illness or disability as provided with this procedure.

2. Use of Annual Leave

- a. An employee may use annual leave for any purpose, and they are not required to provide a reason for requesting leave absent one of the following circumstances:
 - 1. The leave is for an unscheduled/emergency absence;
 - 2. The work unit is short-staffed, or the employee has a significant assignment pending; or,
 - 3. The employee is working under the restrictions of an attendance plan.
- b. An employee should plan time off in advance and notify their supervisor of the need for leave when these plans are finalized to minimize the interruption of work during a projected absence.
- c. An employee must receive prior approval from their immediate supervisor or other designated work unit official before annual leave except in a bona fide emergency.
- d. An employee's supervisor should, when appropriate, approve a request for annual leave; however, the supervisor should consider the impact of the employee's absence on the work unit's business needs as well as the timeliness of the request when deciding to approve or deny an annual leave request.
- e. A non-exempt employee with an existing FLSA Compensatory Time balance must use these hours before using accrued annual leave.
- f. A Technical College may prohibit or significantly limit the ability of faculty members to use annual leave during an academic term.
- g. Absent an emergency, an employee who is absent from work without providing sufficient advance notice or without the approval of their supervisor; may have the leave request denied, may be placed in a non-pay status for the day(s) in question, and may be subject to disciplinary action as provided in the TCSG Procedure governing Positive Discipline.

3. Annual Leave Payouts Extended Leave of Absence

- a. An employee who has been granted a **leave of absence without pay** for a period of thirty (30) or more calendar days may, upon written request, receive a lump sum payment for all accrued but unused annual leave up to 360 hours subject to taxes and regular deductions. NOTE: an employee initiating a request under this paragraph must be paid their entire annual leave balance. Partial annual leave payouts are not permitted.
- b. **Payout Upon Separation**-When an employee has a break in service for any reason, they will receive a lump sum payment for all accrued but unused leave up to 360 hours minus regular deductions. NOTE: the employee can make a deduction from their terminal leave pay into the Peach State Reserves (PSR) 457 Plan and defer paying taxes on this lump sum. Refer to the Peach State Reserves for more information.
- c. **Transfer to an Ineligible Position**-Upon transfer into a position that is not entitled to earn annual leave an employee will be paid for accrued and unused annual leave, up to a maximum of 360 hours.
- d. **Annual Leave Conversion Payout**-Upon notice of the availability of the annual leave conversion payout, an employee may elect to irrevocably convert an increment of 40 hours of annual leave to a cash payout if the employee has an accrued annual leave balance of at least 160 hours and a sick leave balance of 80 hours at the time of the request.
 1. The availability of the annual leave conversion program shall be determined on an annual basis by the Governor's Office of Planning and Budget. The Governor's Office of Planning and Budget shall determine both the availability of funding and timing of the annual leave conversion payout.
 2. The Technical Colleges System of Georgia shall ensure that employees who are absent in protective leave status (e.g., FMLA, military leave) during the election period are advised of any eligibility to convert annual leave to a cash payout and provided reasonable opportunity to make the conversion.
 3. To calculate an annual leave payout for a full-time employee, the annual base pay last received by the employee is divided by 2,080 hours to determine the value of each hour of leave. (Annual base pay for a part-time employee must first be converted to the equivalent full-time salary for the purposes of this calculation.) The hourly rate is then multiplied by the number of hours to be paid. Decimal fractions of an hour will be rounded to the next highest hundredth of an hour.

C. Sick Leave

1. Accrual of Sick Leave

- a. An eligible full-time employee begins earning sick leave on their hire date and shall accrue leave at the end of each established pay period provided they are in pay status for the required number of hours as follows:
 1. an employee who is paid semi-monthly must be in pay status for at least forty (40) hours during the pay period; and,
 2. an employee paid monthly must be in pay status for at least eighty (80) hours during the pay period.
- b. Full-time employees paid on a semi-monthly basis are eligible to accrue five (5) hours of sick leave at the end of each pay period. In comparison, full-time employees paid monthly are eligible to accrue ten (10) hours of sick leave at the

end of each pay period, regardless of the length of service.

- c. An eligible part-time employee who works twenty (20) or more hours per week shall accrue sick leave at the end of each established pay period. The rate of accrual is pro-rated by the percentage of time worked. For example, a thirty (30) hour per week employee paid monthly shall accrue 7.5 hours of sick leave: 30 hours per week divided by 40 = .75, multiplied by ten (10) hours which equals 7.5 hours.
- d. The minimum period an eligible part-time employee must be in pay status to accrue pro-rated sick leave similarly pro-rated. An employee that works 75% of a full schedule would need to be in pay status for 75% of the pay period—for example, a $\frac{3}{4}$ time, thirty (30) hours per week employee paid semi-monthly must remain in pay status for 30 hours during the pay period.
- e. An employee who is not in pay status is eligible to accrue leave for the minimum amount of hours referenced in Paragraph VI.C.1.a shall not accrue sick leave for that pay period.
- f. Accrued sick leave will be available for use at the beginning of the pay period after it has been earned.
- g. An eligible employee can earn up to a maximum of 720 hours of sick leave. Any sick leave accrued more than 720 hours is forfeited at the close of business on the last day of the month. Forfeited leave can be restored in instances of illness or disability as provided in this procedure.

2. Use of Sick Leave

- a. An employee should contact their immediate supervisor or other designed work unit official as soon as possible when sick leave is needed. It is permissible for another individual to initiate this contact when an employee is incapacitated or otherwise unable due to illness or injury. *NOTE: a TCSG work unit may be based on established organizational and business needs, establish additional protocols/practices an employee must follow to request sick leave.*
- b. After receiving approval from the immediate supervisor or other designated work unit official to be absent from work, an employee may use sick leave for absences due to:
 - 1. Personal illness, injury, or disability;
 - 2. Exposure to a contagious disease when being present at work would potentially endanger the health of others;
 - 3. Dental or medical care;
 - 4. Dental or medical care, illness, accident, or death in the employee's immediate family requires their presence.
 - 5. During the adoption process, the employee's presence is required due to a child's health-related issues; and
 - 6. Death in the employee's immediate family. *NOTE: sick leave used for this purpose is limited to a period not to exceed five (5) days.*
- c. Sick leave for medical or dental care should be limited to the time

necessary for the appointment(s) and related travel.

- d. Absent an emergency and/or in instances in which an employee is incapacitated due to injury or illness, an employee who is absent from work without providing sufficient notice or without the approval of their supervisor; may have the leave request denied, may be placed in a non-pay status for the day(s) in question, and may be subject to disciplinary action as provided in the TCSG Procedure governing Positive Discipline.
- e. An employee who is injured/ill for three (3) or more scheduled workdays during a period of annual leave may substitute sick leave for the annual leave during the period of injury/illness provided:
 - 1. The employee submits a request to their supervisor to substitute sick leave for annual leave within two (2) weeks after returning to work; and,
 - 2. A statement/documentation from the employee's treating health care provider that supports the employee's use of sick leave during this period.
- f. Employees with an existing FLSA compensatory time balance must use these hours before accrued sick leave.
- g. An employee electing to receive Short-term or Long-term Disability Insurance benefits through the Flexible Benefits program cannot use sick leave in conjunction with these benefits. An employee may, however, use sick leave during the qualifying period. *NOTE: during the period employees receive these benefits, they must request to be placed on leave without pay status, or they may elect to use annual leave, personal leave, or compensatory time to supplement these payments.*

3. Documentation to Support Use of Sick Leave

- a. An employee will not generally be required to provide documentation for using fewer than seventeen (17) hours of sick leave in a thirty (30) calendar day unless they have demonstrated excessive or abusive use of sick leave to include placement on an attendance plan. excessive or abusive use of leave or a pattern of sick leave use.
- b. Excessive or abusive use of sick leave is considered a pattern of intermittent, short-term sick leave usage that includes but is not limited to:
 - 1. Frequent use of sick leave in conjunction with holidays or scheduled days off (e.g., Mondays or Fridays).
 - 2. Frequent use of sick leave when scheduled for an undesirable work assignment, during a peak workload period, etc.
 - 3. Initiating a request for sick leave for an absence for which annual leave has previously been denied.
 - 4. Frequent occurrences of illness during the workday.
 - 5. Peculiar and increasingly improbably excuses.
 - 6. Repetitive use of fewer than seventeen (17) hours of sick leave in a thirty (30) day period.
 - 7. Prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or initial placement on an attendance plan.

- c. An employee's submission of medical documentation or a medical statement from their attending health care provider does not ensure that their use of sick leave will be approved if there are questions regarding the appropriateness of the referenced information.

4. Disapproving Sick Leave

- a. Sick leave may be denied, and an employee placed in a non-pay status for reasons including, but not limited to, the following:
 - 1. Excessive or abusive use of sick leave;
 - 2. Failure to follow procedures for reporting the absence or requesting the use of sick leave; or,
 - 3. Falsification of documents or submission of medical documentation or a medical statement in conflict with the provisions of this procedure.
- b. A supervisor's recommendation/decision that an employee's use of sick leave be denied should be discussed with a representative of the Office of Human Resources before a final decision is made to ensure consistency and to avoid potential conflict with other rules and regulations.

D. Personal Leave

1. Eligibility to Convert Sick Leave to Personal Leave

- a. An eligible employee who has accrued more than 120 sick leave as of November 30 of any calendar year can convert up to twenty-four (24) hours of sick leave to personal leave. The sick leave balance after conversion must be 120 hours.
- b. The conversion must be authorized using the process provided by the State Accounting Office no later than December 31 of the calendar year, and the personal leave will be available for use in the following year.

2. Use of Personal Leave

- a. Personal leave may only be used in the calendar year following the conversion request. Any personal leave unused by the end of the calendar year is lost.
- b. Personal leave may be used for any purpose, and an employee is not required to provide a reason for requesting leave absent one of the following circumstances:
 - 1. The leave is for an unscheduled/emergency absence;
 - 2. The work unit is short-staffed, or the employee has a significant assignment pending; or
 - 3. The employee is working under the restrictions of an attendance plan.
- c. An employee should generally plan time off using personal leave in advance and notify their supervisor of the need for leave when these plans are finalized to minimize the interruption of work during their absence.
- d. An employee must receive prior approval from their immediate supervisor or other designated work unit official before using personal leave except in a bona fide emergency.
- e. An employee's supervisor should make every effort to approve a request for

personal leave.

E. Limitations on the Use of Paid Leave

1. An employee is not permitted to use any paid leave (e.g., sick, annual, FLSA compensatory time, etc.) in conjunction with an absence for which they also receive any form of state-funded wage substitute, including, but not limited to, workers' compensation.
2. As provided in the TCSG Procedure governing Workers' Compensation – Reporting an Accident, an employee may elect, in writing (using Attachment 4.5.2p4.a.), to use paid leave instead of workers' compensation benefits. Any such leave will be credited daily as compensation instead of an indemnity award by the State Board of Worker's Compensation.

F. Restoration of Forfeited Leave

1. Conditions governing the restoration of an employee's forfeited annual and/or sick leave are as follows:
 - a. All paid leave and accumulated compensatory time must be exhausted before forfeited leave can be restored;
 - b. Only leave forfeited during an employee's current period of employment is eligible to be restored; and,
 - c. The amount of leave that may be restored is limited to the period of an absence resulting from an employee's personal illness/disability or the illness/disability of an immediate family member(s).
2. In conjunction with a projected absence from work for a purpose that would support the use of sick leave, an employee should submit a written request to the Office of Human Resources requesting that their forfeited leave be restored to cover the projected period of absence. Additionally, documentation from the employee's health care provider/professional supporting the projected period of absence should be attached unless the reason for the absence has been satisfactorily established. If approved, a sufficient amount of forfeited leave will be restored by the System Office or Technical College Office of Human Resources to cover the absence, and all such leave will be designed as sick leave.

G. Transfer of Leave

1. The following provisions will determine the transfer of leave for an employee transferring without a break-in-service between a position entitled to earn leave in one state agency or entity of state government to a position entitled to earn leave in another agency or entity of state government:
 - a. An employee transferring without a break in service from a TCSG work unit to an Executive branch agency will have all unused sick, annual, and personal leave and the record of forfeited leave transferred to the new agency.
 - b. An employee transferring without a break in service from a TCSG work unit to the Legislative or Judicial branch will have all unused sick, annual, and personal leave and the record of forfeited leave transferred to the new agency to the extent the agency will accept the transfer. An employee transferring to a TCSG work unit from the Legislative or Judicial Branch will have all unused leave transferred only if both agencies share the same leave accrual program. If the leave programs differ, the leave will not transfer, and the employee will be treated as a new hire for

annual leave accruals.

- c. An employee transferring without a break in service from a TCSG work unit to the Board of Regents will have all unused sick, annual, and personal leave and the record of forfeited leave transferred to the new agency, to the extent the agency will accept the transfer. Unused leave and the record of forfeited leave will not transfer into a TCSG work unit from the Board of Regents/University System of Georgia. Transferring employees are considered new hires for annual leave accruals.
 - d. An employee transferring without a break in service from a TCSG work unit to authority will have all unused sick, annual, and personal leave and the record of forfeited leave transferred to the new agency, to the extent the agency will accept the transfer. An employee transferring to a TCSG work unit from authority will only have unused leave transferred if both entities share the same leave accrual program. If the leave programs differ, the leave will not transfer, and the employee will be treated as a new hire for annual leave accruals.
 - e. An employee transferring without a break in service from a TCSG work unit to a Community Service Board (CSB), County Board of Health (BOH), or Board of Health Community Operated Program (BOHCOP) will have all unused sick, annual, and personal leave and the record of forfeited leave transferred to the new agency, to the extent the agency will accept the transfer. Unused leave and the record of forfeited leave will not transfer into a TCSG work unit from a Community Service Board, County Board of Health, and Board of Health Community Operated Programs. Transferring employees are considered new hires for annual leave accruals. *Note: An exception is granted for transferring classified employees with unused leave and a record of forfeited leave.*
2. An employee transferring to a TCSG work unit from another state agency/entity will not be given credit for more leave than they could have earned had the employee been continuously employed in a TCSG work unit.
 3. No TCSG employee transferring without a break in service to another executive branch agency/entity in a position eligible to earn leave will be paid for their accrued but unused annual leave.
 4. An employee transferring to a State entity that does not accept the unused leave of the employee must be paid for all accrued but unused annual leave that cannot be transferred with the employee, up to 360 hours. Accrued personal and sick leave balances that cannot be transferred are not paid and are divested. The payment for the annual leave will be calculated in the same manner as referenced in the Annual Leave Payout section of this procedure.

H. Employment in Two Positions

1. An individual employed in a TCSG work unit in a position eligible to earn leave and, simultaneously, with another State agency/entity in a position eligible to earn leave shall accrue and use leave independently in each position.
2. If employment is terminated with one agency but not the other, all leave

accruals will be combined and available in the remaining position, unless the leave is unable to be transferred (CSBs, BOHCOPs). Leave that cannot be transferred is paid out or divested.

3. If employment is terminated with both agencies, each agency is responsible for delivering terminal leave as provided in State Personnel Board Rule 16 and as applicable, the provisions of this TCSG Procedure.

I. Restoration/Divestment of Leave

1. The following leave provisions apply to a former State employee who is subsequently reinstated/re-employed with a TCSG work unit in a position eligible to earn leave within one (1) year following a staff reduction/reduction-in-force:
 - a. All previously accrued but unused sick leave will be restored;
 - b. Any personal leave converted but unused will be restored except for instances in which an employee failed to use the leave prior to its expiration as provided in Paragraph VI.D.3;
 - c. Any forfeited leave accumulated at the time of the individual's separation will be credited to the employee, but such leave can only be restored and used according to the provisions of Paragraph VI.F; and,
 - d. The period of absence between an individual's separation and reinstatement/re-employment within the defined one (1) year period shall not constitute a break-in-service for graduated annual leave accrual.
2. The following leave provisions apply to an individual with previous State service in a position entitled to earn leave who returns to State employment in a TCSG work unit on or after July 1, 2003, in a position entitled to earn leave and remains employed for two (2) consecutive years:
 - a. The employee is eligible to regain accrued sick leave divested when their previous period of employment/State service ended;
 - b. To regain the sick leave, the employee must request the restoration of the leave, in writing, to the System Office or Technical College Director of Human Resources and provide/attach documentation regarding the amount of divested sick leave to which they are entitled;
 - c. For purposes of this procedure, divested sick leave includes any sick leave that was available for use at the time of the employee's last separation but does not include sick leave forfeited prior to the employee's last separation;
 - b. The maximum amount of divested sick leave an employee may regain is 720 hours; and
 - c. The total amount of divested sick leave and an employee's current sick leave balance cannot exceed 720 hours. Any balance of sick leave above 720 hours will be forfeited.

VII. RECORD RETENTION:

All employment-related documents collected according to this procedure shall be maintained consistent with the Georgia Archives Retention Schedule for State Government Paper and Electronic Records and state and federal law.

Attachment: 4.5.2p4.a1.

**ADMINISTRATION OF EMPLOYEE LEAVE PROGRAM
SELECTION OF PAYMENT OPTION**

Name of Injured/Ill Employee (As shown on Payroll)	<u>Date</u>
Job Title	Social Security #
Work Location	Work Phone

On _____ (Date), [*Check appropriate box*],

I was injured I became ill I was exposed to an occupational disease while on the job with the Technical College System of Georgia.

I have been advised that if I lose any time from work because of the above, I will need to choose how I will be paid. I have been allowed to read TCSG's Personnel Procedure - Leave, and Payment for Workers' Compensation and Special Injury Claims, and have selected the following payment option:
(CHOOSE ONE ONLY)

- I have elected to use some or all my** accrued FLSA compensatory time, sick, annual and/or personal leave **while absent due to the above. I understand that if I use all my accrued time and leave, I will receive workers' compensation payments if I am still unable to work. I have been advised that I cannot simultaneously receive workers' compensation payments and regular salary (i.e., use of accrued time or leave). Therefore, I am requesting the following amount of time and leave OR**
- I have selected to receive workers' compensation benefits for lost salary instead of using accrued FLSA compensatory time or accrued leave. Therefore, I understand I will be placed on leave without pay status while receiving workers' compensation payments.

I understand that all absences from work due to an injury and/or illness that qualifies as a serious health condition will be charged to available family leave.

Signature of Injured and/or Ill Employee

A representative may sign on the employee's behalf if the employee cannot sign.

Signature of Representative

Relationship to Employee

MAIL TO: Department of
Administrative Services
Workers' Compensation
200 Piedmont Ave SE Suite
1208
West Tower, Atlanta GA 30334

Attachment 4.5.2p4.b2. – Request Form for Restoration of Forfeited Leave

EMPLOYEE INFORMATION:

Employee Name (please print or type): _____

Employee I.D.#: _____ Contact #: _____

Work Location: _____ Job Title: _____

As of _____ I have/will have exhausted all of my accumulated compensatory time, sick, and annual leave; therefore I am requesting that _____ hours of my forfeited leave be restored for use due to: _____

Beginning Date: _____ **Ending Date:** _____

NOTE: Certification of Physician/Health Care Provider Must be Attached.

Signature: _____ Date: _____
Employee

HR PROFESSIONAL RECOMMENDATION (CHECK ONE):

____ Approval of _____ hours of Forfeited Leave for restoration.

____ Disapproval state reasons below) _____

Employee is currently eligible for Family Medical Leave _____ Yes _____ No

Employee's current balance of Forfeited Leave: _____ hours

Signature: _____ Date: _____
HR Professional

DIRECTOR, HUMAN RESOURCES:

____ **Hours of Forfeited Leave is APPROVED:**
Effective Date: _____ **Ending Date:** _____

Request is DISAPPROVED (explain) _____

Signature: _____ Date: _____
HR Director

Date Employee Notified: _____ HR Representative: _____