



Spousal Donation of Sick Leave

Policy O.C.G.A. § 20-2-850 states that an employee, under specific circumstances, can donate up to a total of 10 sick leave days to his or her spouse if the spouse is also an employee of the district. The donation of sick leave to a spouse may require proper documentation confirming the marriage in the form of a marriage certificate. Both employees must be members of the GCPS Sick Leave Bank in order to donate sick leave to a spouse.

Donating Employee:

Employee Name	
Employee ID	
Employee Contact Number	

Receiving Employee:

Employee Name	
Employee ID	
Employee Contact Number	

Days to be Donated (not to exceed a total of 10 working days):

Number of Days to Donate	
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Reason for requesting the donation of time:

- Personal Illness
- Care of Newborn/Adoption
- Military
- Adoption
- Workers Compensation
- Maternity
- Illness of a Family Member

By submitting this form and the information above, I am hereby granting authorization for Gwinnett County Public Schools to transfer the indicated number of sick days to my spouse. I understand that my sick leave balance will be reduced by the specified number of days hereon and the donated days will not be returned to me.

Donating Employee Signature

Date

Receiving Employee Signature

Date

Internal use Only:

Leave Representative

Date