GWINNETT COUNTY PUBLIC SCHOOLS

Spousal Donation of Sick Leave

Benefits & Leave Administration • 437 Old Peachtree Road, NW, Suwanee GA 30024-2978 • Fax 678-301-6111

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	

Reason for requesting the donation of time:

- o Personal Illness
- o Care of Newborn
- o Adoption
- o Workers Compensation
- o Maternity
- o 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