



**GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resources Policy #1006 A2**

DIVESTED SICK LEAVE RESTORATION APPLICATION

To obtain restoration of divested sick leave, DHS employees must submit this application. Restoration of divested sick leave only applies to employees who return to state employment on or after July 1, 2003, and remain employed for a period of two (2) consecutive years in a position entitled to accrue leave are eligible to regain divested sick leave when their most recent previous period of State service ended. Divested sick leave includes any sick leave that was available for use at the time of the employee's last separation. It does not include any sick leave forfeited prior to the employee's last separation. The maximum amount of divested sick leave the employee may regain is 720 hours. Divested leave will only be restored to the extent that the restored leave and current unused sick leave total 720 hours. Any remaining balance of divested sick leave will be credited to the employee's current forfeited leave balance.

Employee Name:	
Employee ID Number:	

Eligible Position Reemployment Date:	
Restoration Eligibility Date:	

Prior Sick Leave Balance Certification

Previous Agency Name:		
Previous Service Dates:	From:	To:
Divested Sick Leave Balance: (Excluding Prior Forfeited Leave)		

Agency Contact Name:	
Agency Contact Number:	
Agency Contact Signature:	
Date:	

AND

Only check this box, if supporting documentation is attached.