

**VOLUNTARY SHARED LEAVE PROGRAM**

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*Legal Authority: NCGS 115D-25.3; 23 NCAC 2C.210; 1C SBCCC 200.94*

*Approval: April 19, 2011*

*Revision: October 24, 2017*

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**SHARED LEAVE**

Prolonged medical conditions may cause employees to exhaust all available leave. Once leave is exhausted, the employee must be placed “leave without pay” status. The Board of Trustees recognizes this might leave an employee without a source of income at a most critical point in the employee’s life. This Voluntary Shared Leave Program allows employees to donate leave, under certain conditions, to an approved recipient employee.

**Donor Eligibility**

- Donating employees must be a full-time regular employee; a full-time temporary employee who is employed for a period greater than six months; or a part-time regular employee who works at least twenty-five (25) hours per week and is employed for a period greater than six months.
- Leave shall be donated on a one-to-one donor to recipient basis. The College shall not utilize a “sick bank” for use by unnamed employees.

**Recipient Eligibility**

- A recipient must be either a full-time regular employee; a full-time temporary employee who is employed for a period greater than six months; or a part-time regular employee who works at least twenty-five (25) hours per week and is employed for a period greater than six months.
- A recipient shall apply or be nominated by a fellow employee to participate in the program.
- A recipient must submit medical evidence to support the need for donated leave.
- A recipient must exhaust all available leave before using donated leave. Accrued leave during the prolonged medical condition will be deducted prior to the use of shared leave donations.
- An employee who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

- An employee on Workers' Compensation Leave who is drawing temporary total disability compensation may be eligible to participate in the shared leave program. Use of donated leave under the worker's compensation program is limited to use with the supplemental leave schedule as described in 25 NCAC 01E.0707.
- Participation in the voluntary shared leave program is limited to 1,040 hours (prorated for part-time employees), either continuously, or if for the same condition, on a recurring basis. However, the President may grant employees continuation in the program, month by month, for a maximum of 2,080 hours, if the President would have otherwise granted leave without pay.

### **Additional Policy**

Employees may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving or using leave under this program. Such actions will be grounds for disciplinary action up to and including termination from employment.

The President shall develop Procedures to implement the Voluntary Shared Leave Program that is compliant with the North Carolina State Board of Community Colleges Code.

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