

SHARED LEAVE AND LEAVE TRANSFER - BP 2.16

Legal Authority: NCGS 115D-25.3; 23 NCAC 2C .0210

Approval: April 19, 2011

Revision:

Shared Leave and Leave Transfer

There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay status. It is recognized that such employees forced to go on leave-without-pay could be without income at the most critical point in their life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation or sick leave to provide assistance to a fellow employee. This Policy provides an opportunity for an employee of the College to assist or be assisted by a fellow employee or an immediate family member that works in any North Carolina community college, public school, or state agency, who is affected by a medical condition that requires absence from duty for a prolonged period of time, resulting in possible loss of income due to lack of accumulated leave.

A College employee may donate leave to another employee approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period. The President shall implement a shared leave and leave transfer program that fully complies with the regulations of the Office of State Personnel.

Eligibility

- (1) In order to participate in the voluntary shared leave program, a College employee must be a full-or part-time regular, or full-or part temporary employee who works at least 20 hours a week and is employed for a period greater than six months. (Part-time leave is prorated)
- (2) An employee who qualifies for short term disability under the Disability Income Plan of North Carolina (DIPNC) may only be a recipient of the voluntary shared leave program while awaiting the required 60 day waiting period.
- (3) An employee on Workers' Compensation leave who is drawing temporary total disability compensation is eligible to participate in this program only during the required waiting period.

Full-time regular faculty or full-time temporary faculty may contribute up to 48 hours of sick leave to the voluntary shared leave program for a non-related College

employee. However, if the employee requesting leave is an immediate family member in any North Carolina community college, public school, or state agency, faculty can contribute a maximum of 1,040 hours, but may not reduce their sick leave account below 40 hours.

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