

## VOLUNTARY SHARED LEAVE PROGRAM

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*Related Board of Trustees Policy: BP 2.16*

*OPR: Vice President for Administration*

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### **VOLUNTARY SHARED LEAVE PROGRAM**

Board of Trustees Policy 2.16 provides eligible employees with a Voluntary Shared Leave Program.

**Definitions.** For the purposes of this Procedure, the following definitions apply:

- A prolonged medical condition is a medical condition that is likely to require an employee's absence for a period of at least twenty (20) consecutive workdays.
- Immediate family includes:
  - Spouse;
  - Parents, including biological, adoptive, step, and in-law relationships or a person who stood *in loco parentis* to an employee when the employee was a child;
  - Children, including biological, adoptive, step, and in-law relationships as well as a foster child, legal ward or a child of an employee standing *in loco parentis*;
  - Siblings, including biological, adoptive, step, half and in-law relationships;
  - Grandparents, great grandparents, grandchildren, great grandchildren, including step relationships, and;
  - Other dependents living in the employee's household.

### **General Guidelines**

The Voluntary Shared Leave Program is not applicable to short-term or sporadic conditions, nor common illnesses expected or anticipated, as determined by Human Resources. This includes, but is not limited to, sporadic, short-term recurrences of chronic allergies or conditions, short-term absences due to contagious diseases, or short-term, recurring medical or therapeutic treatments.

An employee on maternity leave may be eligible to receive voluntary shared leave to cover the period of disability related to the pregnancy and/or birth as documented by a physician. Voluntary Shared Leave cannot be used for parental care of a newborn child without a documented prolonged medical condition.

If an employee has had previous absences for the same condition that has caused the employee to not

have enough leave to cover the new need for leave or if the employee has had a previous, but different, prolonged medical condition within the last twelve (12) months, the College may waive the requirement for the employee to be absent for a period of twenty (20) consecutive workdays to participate in the program.

### **Donor Eligibility and Guidelines**

An eligible College employee may donate annual leave, bonus leave or sick leave to an immediate family member in any North Carolina state agency, public school or community college.

- An employee donating sick leave to an immediate family member may donate up to a maximum of 1,040 hours, but may not reduce the sick leave account below forty (40) hours.

An eligible College employee may donate annual or bonus leave to a coworker's immediate family member who is an employee in a North Carolina state agency or public school provided the donor employee and coworker are both employed by the College.

An eligible College employee may donate annual leave, bonus leave or sick leave to an employee at any in-state community college provided that:

- The maximum amount of sick leave a donor may give is five (5) days and the combined total of sick leave donated to a recipient from all donors under this provision may not exceed twenty (20) days per calendar year. Donated sick leave may not be used for retirement purposes. Employees who donate sick leave will be notified in writing of the retirement credit consequences of donating sick leave.

Employees who wish to donate leave under the Voluntary Shared Leave Program should obtain an Authorization to Donate Shared Leave Form, which is to be completed and returned to Human Resources.

### **Application Procedures for Shared Leave**

Employees must contact Human Resources to request participation in or to nominate another employee for the shared leave program. Human Resources will provide a Shared Leave Authorization Form and Certification of Health Care Provider form to the employee.

The completed forms must be returned to Human Resources within two (2) weeks. Human Resources will review the merits of the request and approve or disapprove the request.

### **College Responsibility/Notification**

Human Resources will notify the employee in writing of the College's decision regarding participation in the shared leave program.

Human Resources will send out an e-mail notification informing the campus community of the recipient's need for shared leave and the estimated number of hours desired. No medical information will be disclosed regarding the recipient's condition.

- Employees may not personally solicit the donation of leave on their own behalf or on the behalf of another employee, under the penalties noted in the Voluntary Shared Leave Policy. However,

an employee may solicit donations from immediate family members on his or her own behalf.

- Employees will have up to seven (7) working days to donate leave to a recipient. After the deadline, Human Resources will inform the recipient of the number of shared leave hours received and how the hours were applied to the employee's leave account.

The donation of leave under this program is confidential and the employee donating leave will not receive remuneration for the donated leave. In addition, employees receiving donated leave will not be informed of the names of employees who donated leave.

### **Donor Guidelines for Leave Transfer**

Eligible College employees may donate leave to an eligible employee in a North Carolina state agency, public school or community college by presenting the other agency's Shared Leave Authorization Form to Human Resources for processing.

The form must include the recipient's leave request information, signature, the name of the receiving agency's information, and the recipient's relationship to the donor.

The same process as described above, will apply for any eligible employee of the College who is in receipt of shared leave from an eligible donor.

### **Leave Accounting Procedures**

The minimum amount of leave that can be donated is four (4) hours.

The maximum amount of annual leave an employee may donate is the amount of the employee's annual accrual rate, provided that the total amount donated does not reduce the donor's annual leave balance below one-half of the annual accrual rate. Bonus leave may be donated without regard to this limitation.

All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis or may be retroactive for up to sixty (60) calendar days to substitute for advanced annual or sick leave already granted to the recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.

At the termination of the recipient's medical condition, as determined by the College, any unused leave in the recipient's donated leave account will be treated as follows:

- The recipient's annual and sick leave account balance shall not exceed a combined total of forty (40) hours (prorated for part-time employees).
- Any excess unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. However, when an employee donated annual leave that is returned at the end of December and the donor's leave balance exceeds the 240 hour maximum allowable carry over, the returned annual leave will be credited to the donor's sick leave account.
- If a recipient separates from employment, participation in the program ends. Donated leave will be returned to actively employed donor(s) on a pro rata basis.
- Payroll will monitor and accurately record the leave balances for recipients and donors and post

the notifications in Web Advisor.

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