

Policy Code: 7540 VOLUNTARY SHARED LEAVE

The purpose of voluntary shared leave is to enable employees to donate earned leave to a fellow employee who has exhausted all earned leave, continues to be absent due to serious medical conditions, and is likely to suffer financial hardship.

ELIGIBILITY

Only permanent full-time and part-time employees are eligible to receive donated leave. (The limitation and leave balance for part-time employees is prorated.) An employee approved for receipt of donated leave may receive annual leave from any employee in the school district. Annual leave and / or sick leave may be received from any immediate family member of any school district in the state.

An employee who is receiving shared benefits from a Disability Income Plan is not eligible to receive donated leave. Shared leave may be used during the required waiting period.

The superintendent shall approve or disapprove all requests for receipt of donated leave.

APPLICATION

An employee who, due to a serious medical condition of self or an immediate family member, faces a prolonged or frequent absence from work may submit an application to the superintendent for donated leave. A third person acting on the employee's behalf may also make an application. The term "immediate family" as used herein means only the employee's spouse, children (including step relationships), parents or any other dependents residing in the employee's household. An application is found at the bottom of this policy. The application must include:

1. a doctor's statement concerning the condition;
2. an authorization of release of medical information signed by the employee (or parent / guardian of a child), who is suffering the medical condition. The release may also be signed by any legally authorized party; and
3. the prospective recipient must make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

DONATION OF LEAVE

The minimum amount of leave to be donated is one-half day.

All donations shall be in writing and shall be signed by the donating employee. The employee to receive the donation of leave shall be named and the amount and type of leave donated shall be specified.

Any eligible employee may donate leave to any employee in the same school district. Annual and /or sick leave may be donated to an immediate family member in the same or another school district. (Family member has been defined in a previous paragraph.) For donation of vacation leave to an immediate family member, immediate family member is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, and may also include step, half, and in-law relationships. A donating employee may not donate annual leave in an amount in excess of the amount that could be earned in one year. Additionally, the amount donated must not reduce the donor's annual leave balance below one-half what that employee could earn in the year. When sick leave is donated, a family member donor may not reduce his or her sick leave below one-half of what that employee can earn in a year.

Donations made pursuant to this policy are voluntary. No employee should feel pressured or coerced to participate. The donating employee may not receive compensation in any form for the donation of leave. Any employee found guilty of giving or receiving compensation for donated leave may be subject to dismissal as outlined in applicable state law.

Administrative procedures in conformance with State Board of Education policies also are available in the human resources office.

RESTRICTION ON DONATION

All leave donations must be made to a designated employee approved by the superintendent for receipt of donated leave and may not be made to a pool or bank.

Legal Reference: [G. S. 115C-12.2, -47, -325](#), (applicable to career status teachers), [-325.1 et seq.](#) (applicable to non-career status teachers), [336](#); [16 N.C.A.C. 6C .0402](#); *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <http://www.ncpublicschools.org/district-humanresources/key-information>

Cross Reference: Previous ACBE Policy 339, Voluntary Shared Leave

Amended: November 19, 1993, February 9, 1999, December 8, 2009, April 17, 2012, August 12, 2014

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ALEXANDER COUNTY BOARD OF EDUCATION POLICY MANUAL
