

The purpose of voluntary shared leave is to enable employees to donate earned leave to a fellow employee who has exhausted all earned leave and continues to be absent due to serious medical conditions. Annual leave may be donated to any approved employee in the same school system. Approved employees must have a letter requesting donated leave and a doctor's statement of medical condition provided to the administrative office. Family members may donate annual leave to an immediate family member in another LEA or state agency. Sick leave may be donated only to an employee who is an immediate family member in the same or another LEA or state agency. Up to five sick leave days may be donated to a non family member. The donating employee's balance of leave days cannot be lower than one-half of the days earned in one year. All donated leave must be in one-half or whole days units.

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 may be subject to dismissal as outlined in applicable state law. Donating employees must also understand the value of the leave they are donating. At retirement a member of Teachers and State Employees Retirement System with an earned sick leave balance receives an additional month of service credit in TSERS for each 20 days, plus one additional month if there is a remainder. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

Administrative procedures in conformance with State Board of Education policies will be developed and made available in the office.

Legal References: G.S. 115C-12.2,-47, -325 (applicable to career status teachers; -325.1 *et. seq.* (applicable to non-career status teachers),-336; 16 NCAC 6C.0402; *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>

Cross References: North Carolina Public School Policy Manual, 2010-11 4.3, 4.3.3, 4.3.4(a), 4.3.4(b)

Adopted: August 28, 2000

Revised: March 26, 2012; June 19, 2014; December 1, 2014; September 28, 2020 (second reading)