

# University of North Carolina at Pembroke

## Voluntary Shared Leave Donation Form & Guide

**Section 1: To be completed by Donor. Please print or type. Incomplete forms will not be accepted. Please deliver/mail completed form to the Office of Human Resources, Lumbee Hall suite 347 or fax to 910-521-6553.**

Donor's Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

Donor's Division/Section: \_\_\_\_\_

Donor's Work Unit Contact: \_\_\_\_\_ Unit Phone#: \_\_\_\_\_

In accordance with the Voluntary Shared Leave Policy of the State of North Carolina, link <https://oshr.nc.gov/policies-forms/leave/voluntary-shared-leave>. I hereby authorize the transfer of (Please see attached Donation Guide for policy limitations):

\_\_\_\_\_ Vacation Leave (4 hr minimum)

\_\_\_\_\_ Bonus Leave (4 hr minimum)

\_\_\_\_\_ Sick Family (sick leave donated to a family member; 4 hr minimum, 1040 hr max)

\_\_\_\_\_ Sick Non Family (sick leave donated to a non family member; 4 hr minimum, 40 hr max)

To the account of (VSL Recipient): \_\_\_\_\_

If not an UNC Pembroke employee, give Recipient's Agency name: \_\_\_\_\_

Name of Recipient's Agency VSL Coordinator: \_\_\_\_\_

Email & Phone # of Recipient's Agency VSL Coordinator: \_\_\_\_\_

Donor's relationship to VSL Recipient: \_\_\_\_\_

I understand that the donation of leave is entirely voluntary. I am aware of the State retirement credit consequences of donating sick leave: At retirement, a member of the Teachers and State Employees Retirement System (TSERS) with an earned sick leave balance receives an additional month of service credit for each twenty (20) days or portion thereof. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

Leave used under the VSL program may not be sold for money or exchanged for favors. If this activity is discovered, it will be viewed as unacceptable personal conduct. The employee and supervisor will be notified and discipline may be issued.

\_\_\_\_\_  
Donor's Signature Date

\_\_\_\_\_  
Donor's Supervisor's Signature Date

**Section 2: To be completed by Office of Human Resources ONLY:**

Donor is eligible to donate in accordance with the State of North Carolina Voluntary Shared Leave Policy.

\_\_\_\_\_  
Office of Human Resources Authorized Official Signature Date

Leave Returned: yes no Amount: \_\_\_\_\_

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<b>Who Can Donate What Leave to Whom?</b>		
<b>Immediate Family Member Donation in any State Agency</b>  <i>(This INCLUDES Public Schools and Community Colleges. This DOES NOT include Local Government.)</i>	<b>Sick Leave Vacation Leave Bonus Leave</b>	
<b>Non-Family Member Donation in any State Agency</b>  <i>(This DOES NOT include Public Schools, Community Colleges or Local Government.)</i>	<b>Sick Leave Vacation Leave Bonus Leave</b>	
<b>Non-Family Member Donation to a co-worker's immediate family member who is employed in any Public School or Community College</b>	<b>Vacation Leave Bonus Leave</b> (Cannot donate Sick Leave)	
<b><i>NOTE: Definition of Immediate Family: Spouse, parents, children, other dependents, brothers, sisters, grandparents, grandchildren, great-grandparents, great-grandchildren, and step, half, and in-law relationships. Not included are uncles, aunts, cousins, nieces and nephews.</i></b>		
<b>Vacation Leave - Donating Guide</b>		
<b>Minimum donation amount of 4 hrs; Donor must maintain ½ the annual earning rate in leave account</b>		
Months of Service	Years of Service/Earning Rate	Minimum Balance to Maintain
0-59 months	Less than 5 yrs. 9.33	56+ hours remaining
60-119 months	5 yrs. But less than 10 yrs. 11.33	68+ hours remaining
120-179 months	10 yrs. But less than 15 yrs. 13.33	80+ hours remaining
180-239 months	15 yrs. But less than 20 yrs. 15.33	92+ hours remaining
240+ months	20 yrs. Or more 17.33	104+ hours remaining
<b>Bonus Vacation Leave - Donating Guide</b>		
<b>Minimum donation amount of 4 hrs; There is no minimum balance which must be maintained.</b>		
<b>Sick Leave - Donating Guide</b>		
<ul style="list-style-type: none"> <li>Minimum donation amount of 4 hrs; Donor must maintain a balance of 40 hrs</li> <li>A non family member donor shall not donate more than 5 days of sick leave per year to any one non family member</li> <li>The combined total of sick leave donated to a recipient from non family member donors shall not exceed 20 days</li> </ul>		