

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Voluntary Shared Leave	733
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The purpose of voluntary shared leave is to provide economic relief for employees who, by reason of prolonged absence caused by serious medical conditions, are likely to suffer financial hardship. This policy allows employees to voluntarily donate leave so as to provide assistance to a fellow employee affected by a medical condition that requires absence from duty for a prolonged period of time.

Permission for an employee to receive shared leave will be granted by the Superintendent or his designee in response to a request from the employee, which includes an explanation of the serious medical condition(s) substantiated by a doctor's statement.

The desire of an employee to donate leave to another employee with an approved request for voluntary shared leave is to be communicated to the Superintendent by a letter, memorandum, or form signed and dated by the donating employee. The Superintendent or his designee will provide authorization to the Payroll Department for the transfer of leave if the donating employee meets the appropriate criteria as listed in the Department of Public Instruction Employee Benefits Manual:

1. Only permanent full-time and permanent part-time employees are eligible to receive/donate leave.
2. Donations of leave are made to a specific employee with an approved application for shared leave (no banks).
3. Donations of leave can be accepted only by employees with an approved application for shared leave as a result of a serious medical condition of self or immediate family. IMMEDIATELY FAMILY for the purpose of eligibility for application is defined as spouse, children (including step relationships), parents or other dependents residing in the employee's household.
4. Donated leave can be used by an eligible employee only after the employee has exhausted all available leave. The twenty (20) days of extended sick leave are not to be included in the count of available leave to be exhausted.
5. Annual leave may be donated by any eligible employee to any eligible employee in the same School System.
6. Annual leave may be donated by any eligible employee to an immediate family member in the same or another LEA. IMMEDIATE FAMILY for the purpose of donating annual leave is defined as spouse, parents, children, brother, sister,

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grandparents and grandchildren, and also included are the step, half and in-law relationships.

7. Sick leave may be donated only to an employee who is a member of the family of the donor. The receiving family member may be in the same school system or another LEA. IMMEDIATE FAMILY for the purpose of donating sick leave is defined as spouse, children, parents (including step relationships) and other dependents residing in the employee's home.
8. A donor may not reduce his sick or annual leave balance below one-half to be earned in a year. A donor may not donate annual leave in an amount in excess of the amount that could be earned in one year.
9. Unused donated leave in excess of forty (40) hours at the expiration of the medical condition will be returned to the donors on a pro rata basis.

Questions should be directed to the Personnel Department.

Participation in shared leave is on a voluntary basis. 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.