

**Voluntary Shared Leave Donation**  
The University of North Carolina System Office  
Human Resources Division

Guidelines for donating Vacation Leave to an approved recipient:

1. Minimum amount that may be donated is four (4) hours.
2. Maximum amount that may be donated is an amount equal to the donating employee's annual Vacation Leave accrual rate.
3. Donating employee's Vacation Leave balance may not be reduced below 1/2 of his/her annual Vacation Leave accrual rate.

Guidelines for donating Sick Leave to an approved non-family recipient:

1. Minimum amount that may be donated is four (4) hours.
2. Maximum sick leave donations are limited to five days of sick leave per year to any one non-family member recipient.
3. May not reduce the sick leave account below 40 hours

Guidelines for donating Sick Leave to an immediate family member can be found here:

[https://files.nc.gov/ncoshr/documents/files/Voluntary\\_Shared\\_Leave\\_0.pdf](https://files.nc.gov/ncoshr/documents/files/Voluntary_Shared_Leave_0.pdf)

**1. Donor Information:**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Effective date of Donation: \_\_\_\_\_

**2. Employee (non-family):**

I meet all policy requirements for being a Shared Leave Donor and I do herewith donate the following # of hours:

Vacation \_\_\_\_\_ and/or Vacation Bonus Leave \_\_\_\_\_ and/or Sick Leave \_\_\_\_\_

**3. Employee (family member):**

I am a member of this employee's immediate family as defined by the System Office Shared Leave Policy and I herewith donate:

Vacation \_\_\_\_\_ and/or Vacation Bonus Leave \_\_\_\_\_ and/or Sick Leave \_\_\_\_\_

**4. Shared Leave Recipient's Name:** \_\_\_\_\_

\_\_\_\_\_  
Shared Leave Donor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shared Leave Coordinator Approval

\_\_\_\_\_  
Date

Advisory Note: A member of the TSERS with an earned sick leave balance receives an additional month of retirement service credit for each 20 days or portion thereof. The sick leave counts as creditable service at the calculation of the retirement benefit.