

# **VOLUNTARY SHARED LEAVE**

*Date Reviewed/Approved: 02/07/2011    Policy Number: 7540*

---

*Rescinds Policy Number:*

*Issued: 12/12/2000, 04/19/2004*

---

The purpose of voluntary shared leave is to provide economic relief for employees who, by reason of prolonged absence caused by serious medical condition, are likely to suffer financial hardship. Voluntary shared leave enables 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.

The donation and receiving of leave by an employee shall be governed by policies and regulations adopted by the State Board of Education. Such donation by one employee to another employee shall be communicated to the Superintendent in writing, signed and dated by the donating employee.

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 giving or receiving compensation may be subject to appropriate disciplinary action, which may include dismissal.

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

Legal References: G.S. 115C-47, -325, -336; 16 NCAC 6C.0402.