

Voluntary Shared Leave Donation

Recipient Name _____
Donor Name _____ Donor ID _____
Donor Department _____
Donor Telephone Numbers: Work _____ Cell _____
Donor E-mail _____
Donor Signature _____

Permanent, leave-earning employees may donate their leave time to employees who have been approved to receive Voluntary Shared Leave (donated leave time) due to a medical condition of the employee or his/her immediate family member which will require the employee's absence from work for an extended period of time.

Donor must have available leave time to donate and the maximum amount of vacation leave that may be donated may not be more than the amount of the donor's annual accrual rate and may not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Sick leave maximum may not reduce the donor's sick leave account below 40 hours.

When meeting donor eligibility stated above:

Non-Family Members of the recipient can donate a maximum of 40 hours Sick Leave or unlimited vacation or Vacation Bonus Leave hours.

Immediate Family Members can donate unlimited Sick Leave hours as well as unlimited Vacation or Vacation Bonus Leave.

Please fill in the number of hours you wish to donate in the appropriate box or boxes below. You may donate in more than one category.

Vacation

Vacation Bonus (VABO)

Sick

Please check one of the following boxes pertaining to your relationship with the recipient.

Non-Family Member

Immediate Family Member

ADVISORY NOTE: Donation of Sick Leave could affect your retirement. 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 20 days or portion thereof. The additional service credit increases the retirement benefits for the remainder of the life of the retiree.

Questions regarding FMLA or Voluntary Shared Leave, contact Ext. 6488.

Return this form to Carolyn Bosley, Human Resources, or e-mail bosleycm@appstate.edu.

HR Approval _____

Date _____