

# STATE OF NORTH CAROLINA

JUDICIAL BRANCH OF GOVERNMENT  
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## DONOR REQUEST TO TRANSFER LEAVE IN THE VOLUNTARY SHARED LEAVE PROGRAM

**INSTRUCTIONS:** Section I should be completed by the employee requesting to donate leave to another employee under the Judicial Branch Voluntary Shared Leave Program. Once approved, all leave adjustments to the system will be made by the AOC Leave Administrator. If the donor is an employee of the Judicial Branch, complete Section I of the form and route to the AOC Leave Administrator at the address shown above. If the donor is an employee of another state agency, donating leave to an employee in the Judicial Branch, complete Section I and route to your agency leave administrator to complete Section II.

I, the undersigned, request to donate leave to the approved recipient identified below.

### SECTION I - To Be Completed By Donor

|  |  |
|--|--|
| Name of Donor                            | Name of Recipient (Must be a Judicial Branch employee) |
| Donor's Social Security Number           | Donor's Job Title                                      |
| Name of Donor's Agency and Work Location | Donor's Work Address                                   |

Number of Leave Hours to be donated (Please complete the Donor Vacation Leave Eligibility worksheet on back of this form.)

\_\_\_\_\_ Vacation \_\_\_\_\_ Sick (Only family members may donate sick leave.)

|                    |      |                                    |
|--------------------|------|------------------------------------|
| Signature Of Donor | Date | Relationship Of Donor To Recipient |
|--------------------|------|------------------------------------|

### SECTION II - To Be Completed By Inter-Agency Leave Administrator

**INSTRUCTIONS:** This section should only be completed if the donor is an employee of a State agency other than the Judicial Branch. It should be completed by the donor's agency leave administrator and sent to the AOC Human Resources Division at the address above.

|                             |  |
|-----------------------------|--|
| Agency Address              | Name Of Agency Leave Administrator         |
|                             | Phone Number Of Agency Leave Administrator |
| No. Hours To Be Transferred | Date Leave Was Transferred                 |
|                             | Leave Administrator's Signature            |

### SECTION III - To Be Completed By AOC Human Resources

Number of leave hours approved for donation (If different from Section I please explain.)

\_\_\_\_\_ Vacation \_\_\_\_\_ Sick

|               |  |
|---------------|--|
| Authorized By | Month Transfer Is Effective (Please Delete Approved Leave From Time Sheet) |
|---------------|--|

(Over)

**DONOR VACATION ELIGIBILITY WORKSHEET**

**Purpose**

The purpose of the Voluntary Shared Leave Program is to provide Judicial Branch employees an opportunity to donate a portion of their accumulated leave to fellow employees and for employees to receive leave who otherwise would be forced to go on leave without pay. The Voluntary Shared Leave Program also provides for employees to donate vacation and/or sick leave time to employees in other state agencies when both immediate family members are state employees.

**What kind of leave can be donated?**

An immediate family member donor of any State agency or public school system may contribute vacation or sick leave to another immediate family member in any agency. A non-immediate family member donor may contribute only vacation leave to another employee within the Judicial Branch. A non-immediate family donor may not contribute leave outside the Judicial Branch.

**Definition of Immediate Family**

- Spouse** - Husband, Wife
- Parent** - Biological, Adoptive, Loco Parentis\*, In-law
- Child** - Biological, Adoptive, Foster, Step, Legal Ward, Loco Parentis\*, In-law
- Brother/Sister** - Biological, Adoptive, Step, Half, In-law
- Grand/Great** - Parent, Child, Step, In-law
- Dependents** - Living in the employee's household

\* A person who is in the position or place of a parent.

**How much vacation may be donated?**

The minimum amount of vacation leave that may be donated by a full-time employee is 4 hours; the maximum amount may not exceed 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. Amounts are prorated for part time employees (see chart below).

**Vacation Leave Guide Chart** (For full-time employees, must prorate for part time employees.)

| Years Of Creditable Service | No. Of Vacation Hours Earned Per Year | Leave Balance That Must Be Left |
|-----------------------------|---------------------------------------|---------------------------------|
| Less than 2                 | 94                                    | 47                              |
| 2 but less than 5           | 110                                   | 55                              |
| 5 but less than 10          | 134                                   | 67                              |
| 10 but less than 15         | 158                                   | 79                              |
| 15 but less than 20         | 182                                   | 91                              |
| 20 years or more            | 206                                   | 103                             |

**DONOR VACATION ELIGIBILITY WORKSHEET**

Using the Vacation Leave Guide Chart, complete the following work sheet (prorate for part-time employment.)

|   |  |  |
|---|--|--|
| 1 | Donor's Vacation Leave Balance   |  |
| 2 | Years of Creditable Service  |  |
| 3 | No. of Vacation Hours Earned Per Year (from chart)   |  |
| 4 | Hours that must be left (from chart)   |  |
| 5 | Maximum number of Vacation Hours that can be donated (Subtract the amount in 4 from the amount in 1) |  |

**Example:** Employee A is a full-time employee with a vacation leave balance of 180 hours. He has 5 but less than 10 years of total state service and earns 134 hours annually. The minimum number of vacation hours he may donate is 4 and the maximum number is 113 (180-67).

**How much sick leave may be donated?**

**NOTE:** Sick leave may only be donated to immediate family members. The minimum amount of sick leave that may be donated by a full-time employee is 4 hours, and the maximum is 1040 hours. Additionally, the amount donated may not reduce the donor's sick leave account below 40 hours. Amounts are prorated for part-time employees.

**What happens to leave at the end of the medical condition?**

At the expiration of the medical condition, as determined by the treating physician and the Human Resources Division any unused leave in the recipients account shall be treated as follows:

- ✘ The recipient's sick leave account balance will be reduced to 0 or up to 40 hours depending on need and amount of unused leave.
- ✘ Any unused donated leave, above 40 hours, will be returned to donor(s) on a prorated basis.
- ✘ Employees that receive returned prorated "excess" shared leave (any amount above the 240-hour maximum allowable carryover at the end of each December) may have it returned and converted to sick leave.