

VOLUNTARY SHARED LEAVE SUMMARY OF REVISIONS

- 5-1-90 New policy established.
- 7-1-91 Clarified provision that leave may not be transferred between agencies unless it is for member of immediate family. Also corrected example.
- 8-4-92 Rewrote policy. Major changes as follows:
- Prolonged defined as “at least 20 workdays” instead of “substantial loss of income.” Includes provision for exceptions.
- Provision added for sharing leave between SPA and EPA if an agency chooses to include EPA employees who are in leave earning and reporting positions.
- Provision added to make approval subject to the availability of funds.
- Examples of non-qualifying conditions added.
- Doctor’s statement required to be attached to application.
- Provision for a prospective recipient to make application for leave when medical evidence is available to support the need for leave beyond the employee’s available accumulated leave.
- Requirement that employee must exhaust all available leave before using voluntary shared leave.
- Leave account balance cannot exceed 40 hours instead of 80 hours.
- If a recipient separates for any reason, donated leave shall be returned to the donors on a pro rata basis.
- Agencies may establish a specific time period during which leave can be donated.
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SUMMARY OF REVISIONS, Continued

8-4-92 Cont'd Employees who donate their excess leave at the end of December may not have it returned. Their prorated share will be lost the same as it would have been at the end of December. Eliminated the requirement to send copies of each application to OSP.

[The revised policy omitted qualifying words like “serious” and “emergency.” Therefore, the State Personnel Commission approved effective 8-3-92 that employees will be eligible to be considered for approval to receive voluntary shared leave for the disability period associated with delivery and recovery.]

12-1-93 Revised to conform to the changes to G.S. 126-8 which requires that excess vacation be converted to sick leave.

7-1-95 Included employees with time-limited appointments.

Clarified procedure for releasing medical status to the public.

Defined immediate family the same as for Sick Leave Policy.

Changed from 30 to 60 days the time that leave transferred may be used retroactively.

Clarified that all leave donated is considered sick leave to be placed in the recipient’s sick leave account.

Clarified that returned leave shall be credited to the donor’s same account from which it originally came.

EFFECTIVE DATE CHANGED TO JULY BY RULES REVIEW

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SUMMARY OF REVISIONS, Continued

6-9-99	<p>Revised policy statement to provide that all members of the employee's immediate family (as defined in the policy) are eligible to receive and donate leave.</p> <p>Included provisions to allow public school employees to participate in the voluntary shared leave program in accordance with SB 765.</p> <p>Deleted the provisions that required "excess" leave which is unused to be returned and converted to sick leave. It may be returned to the same account from which it was donated.</p>
Revision 6 09-05-2000	Definition of Immediate Family corrected to omit "In-law" under the definition of Child.
Revision 8 11-01-2000	Clarifies that daughter-in-law and son-in law are part of the immediate family definition.
Revision 11 6-1-02	Revises provision to allow employees to donate vacation leave to employees in any State agency. (Exception Case No. 02-04)
Revision 13 9-30-02	Added provision for bonus leave.
4-10-03	Revised to incorporate provisions of HB 432 that includes community colleges in the voluntary shared leave program. (Rule approved eff 1-1-04.)
7-1-03	Revised to incorporate provision for sharing leave with coworker's immediate family.
10-1-07	<ol style="list-style-type: none"> 1) Clarified that employees on LWOP may donate leave. 2) Added requirement that unused leave will only be returned to active donors. 3) Deleted sentence that stated that fractions of an hour cannot be returned. 4) Added statement that donated leave shall be applied to advanced leave before applying it to leave without pay.

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SUMMARY OF REVISIONS, Continued

- 1-1-11 House Bill 213 added a provision to G. S. 126-8.3 to allow an employee at a State agency to donate sick leave to a nonfamily member employee of another State agency. The maximum that can be donated is five days per year and the combined total donated to a recipient cannot exceed 20 days.
- 2-1-11 Corrects the example on Page 33 to reflect new leave earnings.