

Voluntary Shared Leave Donation

The University of North Carolina General Administration
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.

RETURN TO: **UNC General Administration**
Human Resources
PO Box 2688
Chapel Hill, NC 27515-2688

1. Donor Information:

Name

Department

Work Address

Work Phone # (area code+phone number - no dashes)

Vacation Leave Earning Rate (per calendar year) hours

Vacation Leave Balance As of Date

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 Leave **and/or** Vacation Bonus Leave Effective

Employee (family member):

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

Vacation Leave **and/or** Vacation Bonus Leave **and/or** Sick Leave

Effective

3. Shared Leave Recipient's Name

Shared Leave Donor's Signature Date

Supervisor's Signature Date

Shared Leave Coordinator Approval Date