

CARTERET COUNTY

PUBLIC SCHOOL SYSTEM

A Beacon for Learning and Leading

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Voluntary Shared Leave Donation
Donor Information Form

Please print all information.

Recipient's Name: School:

Donor's Name: Donor's last 4 digits SS#

School/Department Position

Relationship to Recipient:

Any eligible employee in the LEA may donate annual vacation leave, sick leave or bonus leave to any approved employee in the same LEA. Family members may donate annual vacation leave or sick leave to an immediate family member in another LEA, community, college or state agency. A public school employee shall not donate more than five (5) days of sick leave per year to any one nonfamily member. The combined total of sick leave donated to a recipient from nonfamily members shall not exceed 20 days per year.

This program cannot be applied to county agencies of mental health, public health, social services or emergency management.

The minimum amount of leave that may be donated is one-half day. The maximum amount of leave that may be donated is 130 days. An employee may not donate more annual vacation leave than he or she can earn in one year. Additionally, the amount donated must not reduce the donor's annual vacation leave balance below one-half of what that person can earn in a year. Also, a donating family member may not reduce his or her sick leave below one-half of what that person can earn in a year.

Pursuant to the Public Schools of NC 2010-2011 Benefits and Employment Policy Manual, employees who donate leave shall be notified in writing of the State retirement credit consequences of donating sick leave. That is, the sick leave balance provides an income safety net while employed. Sick leave also has value at retirement. At retirement a member of the Teachers' and State Employees' Retirement System with an earned sick leave balance receives an additional month of service credit in TSERS for each 20 days, plus one additional month if there is a remainder. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

DONATING LEAVE ACCOUNT INFORMATION

Amount of Leave to be Donated: Vacation: Sick Bonus Leave

(only bonus leave that was given prior to 2017/2018)

I understand that the donation of any leave is entirely voluntary. Leave used under this program may not be sold for money or exchanged for favors. If this activity is discovered, it will be viewed as unacceptable personal conduct and dealt with accordingly.

I authorize the VSL Representative to release this information to the recipient upon request. Yes No

Donor's Signature

Date

Superintendent or Designee's Signature

Date

MISSION

We will inspire, educate, and empower students for life through relationships, knowledge, and opportunity.