

The University of North Carolina at Greensboro
INSTRUCTIONS FOR VOLUNTARY SHARED LEAVE APPLICATION PROCESS

Requests for Voluntary Shared Leave may be initiated by either the recipient or a nominator. **Requests should be forwarded to the Benefits Office in Human Resources at 723 Kenilworth Street.**

The process to apply for Voluntary Shared Leave is as follows:

Initiated by Recipient

1. Complete the Application for Voluntary Shared Leave and get Supervisor or Department Head signature of approval.
2. Human Resources must have a copy of your Family Medical Leave – Certification Form Part II completed by your Health Care Provider on file. This form may be on file if you have been approved for Family Medical Leave Act (FMLA) for the condition that requires VSL. If so, please indicate ‘yes’ on the application form; no additional action required.
3. Submit the Application for Voluntary Shared Leave to Human Resources and include all other applicable documentation such as FMLA Certification, if not previously submitted, nomination form and/or any donor forms you may have received.

Initiated by Nominator

1. Complete Nomination for Voluntary Shared Leave form and provide to the recipient (if still actively working) to be included with his or her application request.
2. In absence of recipient, the nomination form should be provided to the recipient’s supervisor for approval and submission to Human Resources.

Initiated by Recipients Supervisor/Department Head

The supervisor or department head may complete and submit the application for voluntary shared leave, when the employee is already out of work and unable to complete the application process.

1. Complete the Application for Voluntary Shared Leave on behalf of the employee. In cases, where the recipient is already out of work, the application only requires the supervisor/department approval signature.
2. Complete the Nomination for Voluntary Shared Leave Form. (Note: The supervisor/department head should not complete a Nomination for Voluntary Shared Leave Form, if another employee has completed a nomination form for the recipient.)
3. Supervisor/Department Head must submit both the application and nomination form for Voluntary Shared Leave to Human Resources on behalf of the employee.

IMPORTANT REMINDERS

- The recipient employee must be absent from work twenty (20) consecutive work days to be eligible for Voluntary Shared Leave.
- The recipient employee will not be reinstated back on payroll, unless he or she has received sufficient donated hours to cover the period of absence.

Please call Human Resources with questions at 336-334-5009