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**VOLUNTARY SHARED LEAVE PROGRAM  
(FOR EPA NONFACULTY EMPLOYEES AND FACULTY MEMBERS  
HOLDING 12-MONTH APPOINTMENTS)  
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Adopted by the Board of Trustees, March 31, 1994)**

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An employee with a prolonged medical condition who has exhausted all available leave may apply for or be nominated to receive leave transferred from another employee. Shared leave may also be available for an employee to care for an immediate family member (spouse, parents, children, including step-relationships) with a prolonged illness, provided the family member is living in the employee's household.

A prolonged medical condition is one that is expected to endure twenty days or more. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, an exception to the 20-day period may be made.

**Eligibility**

All full-time, permanent EPA nonfaculty employees and faculty members holding 12-month appointments are eligible to participate in the Shared Leave Program. EPA nonfaculty employees and 12-month faculty holding permanent, part-time appointments of at least three-quarter time are also eligible for participation.

An employee on workers' compensation leave who is receiving temporary total disability compensation may be eligible to participate in the program for coverage of the waiting period subject to coordination with the supplemental leave schedule.

An employee who has a medical condition and who receives benefits from the Disability Income Plan (DIP) of North Carolina is not eligible to participate in the Shared Leave Program; however, shared leave may be used during the required waiting period for benefits under DIP.

The policy will not ordinarily apply to short term or sporadic conditions or illnesses, such as recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or medical or therapeutic treatments. These examples are illustrative, not all-inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

**Operation of Program**

A non-family member may contribute only vacation leave to another employee within the University. An employee may contribute vacation or sick leave to an immediate family member who is also employed by the University.

Employees may donate vacation or sick leave to immediate family members who are employed by another state agency, provided that EPA employees at the recipient's institution are eligible to participate in the Voluntary Shared Leave Program. (Permission of the recipient employee's organization is required.)

Participation in the program is limited to 130 days, either continuously or, if for the same condition, on a recurring basis. Continuation in the program may be granted month by month for a maximum of 260 days, if the supervisor would have otherwise granted leave without pay. The 130 days is prorated for part-time employees.

The minimum amount to be contributed is one-half day; the maximum amount can be no more than the donor's annual accrual rate. The amount donated is not to reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate.

**Example 1**

An employee earns 14 days of vacation leave annually. Employee may contribute 1/2 day or more but may not reduce vacation leave balance below 7 days.

**Example 2**

An employee earns 24 days of vacation leave annually. Employee may contribute 1/2 day or more but may not reduce vacation leave balance below 12 days.

An employee family member donating sick leave to a qualified family member may not reduce his or her sick leave account below 5 days.

A recipient employee must exhaust all available leave before using donated leave.

Withdrawals from the recipient's leave account will be charged to the recipient's account according to usual leave policies. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the recipient.

Leave donated to a recipient's leave account is exempt from the maximum accumulation carryover restrictions at calendar year end.

At the expiration of the medical condition, any unused leave in the recipient's donated leave account shall be treated as follows:

- a. The vacation and sick leave account balance shall not exceed a combined total of 5 days (prorated for part-time employees).
- b. Any additional unused donated leave will be returned to the donor(s) on a *pro rata* basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.

If a recipient separates from State government, participation in the program ends. Donated leave shall be returned to donor(s) on a *pro rata* basis.

Employees who donate "excess" leave (any amount above the 30 day maximum allowable carryover) at the end of December may not have it returned to their vacation leave balance. Unused leave in the recipient's donated leave account that is returned to donors on a *pro rata* basis will be automatically converted to sick leave, the same as it would have been at the end of December.

**Special Rules**

The employee donating leave cannot receive remuneration for the leave donated.

Employees must be free to participate or not to participate at will. An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct.

Individual leave records are confidential. The donation or receipt of leave may not be revealed without the consent of the person affected.

Leave will be donated for specific persons. Establishment of a "leave bank" for use by unnamed employees is not permitted.

#### Administration

The Office of the Provost administers the Voluntary Shared Leave Program for EPA employees. To be a recipient in the Shared Leave Program, an employee should write to the Senior Associate Provost describing the medical condition and estimated amount of leave needed from the program and giving consent for the need for shared leave to be known to potential donors. In the event that an EPA employee wishes to share leave with or receive leave from an SPA employee, this will be administered jointly between the Office of Human Resource Services and the Office of the Provost.