



North Carolina Department of Public Safety

Voluntary Shared Leave Donation Form & Guide

SECTION 1: TO BE COMPLETED BY DONOR'S WORK LOCATION ONLY. Please print or type. Incomplete forms will not be accepted. Please fax completed form to work unit. HR Rep/Designee will complete and forward to Central HR.

Donor's Name: _____ BEACON #: _____

Donor's Agency: _____ Donor's Division/Section: _____

Donor's Work Location Contact: _____ Location Phone #: _____

In accordance with the Voluntary Shared Leave Policy of the State of North Carolina, I hereby authorize the transfer of (Please see attached Donation Guide for policy limitations):

_____ Vacation Leave (4 hr minimum)

_____ Bonus Leave (4 hr minimum)

_____ Sick F (sick leave donated to a family member; 4 hr minimum, 1040 hr max)

_____ Sick NF (sick leave donated to a non family member; 4 hr minimum, 40 hr max)

Donor's VSL Representative's Signature

Date

SECTION 2: TO BE COMPLETED BY THE DONOR ONLY.

To the account of (VSL Recipient): _____

If not a Department of Public Safety employee, give Recipient's Agency name: _____

Name of Recipient's Agency VSL Coordinator: _____

Email & Ph# of Recipient's Agency VSL Coordinator: _____

Donor's relationship to VSL Recipient: _____

I understand that the donation of leave is entirely voluntary. I am aware of the State retirement credit consequences of donating sick leave: At retirement, a member of the TSERS with an earned sick leave balance receives an additional month of service credit for each 20 days or portion thereof. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

Leave used under the VSL 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.

Donor's Signature

Date

SECTION 3: TO BE COMPLETED BY DPS CENTRAL HR VSL CASE SPECIALIST ONLY.

Donor is eligible to donate in accordance with the State of North Carolina Voluntary Shared Leave Policy.

DPS Central VSL Coordinator's Signature

Date



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Who Can Donate What Leave to Whom?		
Immediate Family Member Donation in any State Agency <i>(This INCLUDES Public Schools and Community Colleges. This DOES NOT include Local Government.)</i>	Sick Leave Vacation Leave Bonus Leave	
Non-Family Member Donation in any State Agency <i>(This DOES NOT include Public Schools, Community Colleges or Local Government.)</i>	Sick Leave Vacation Leave Bonus Leave	
Non-Family Member Donation to a co-worker's immediate family member who is employed in any Public School or Community College	Vacation Leave Bonus Leave (Cannot donate Sick Leave)	
NOTE: Definition of Immediate Family: Spouse, parents, children, other dependents, brothers, sisters, grandparents, grandchildren, great-grandparents, great-grandchildren, and step, half, and in-law relationships. Not included are uncles, aunts, cousins, nieces and nephews.		
Vacation Leave - Donating Guide		
Minimum donation amount of 4 hrs; Donor must maintain 1/2 the annual earning rate		
Months of Service	Years of Service/Earning Rate	Minimum Balance to Maintain
0-59 months	Less than 5 yrs. 9.33	56+ hours remaining
60-119 months	5 yrs. But less than 10 yrs. 11.33	68+ hours remaining
120-179 months	10 yrs. But less than 15 yrs. 13.33	80+ hours remaining
180-239 months	15 yrs. But less than 20 yrs. 15.33	92+ hours remaining
240+ months	20 yrs. Or more 17.33	104+ hours remaining
Bonus Vacation Leave - Donating Guide		
Minimum donation amount of 4 hrs; There is no minimum balance which must be maintained.		
Sick Leave - Donating Guide		
<ul style="list-style-type: none"> • Minimum donation amount of 4 hrs; Donor must maintain a balance of 40 hrs • A non family member donor shall not donate more than 5 days of sick leave per year to any one non family member • The combined total of sick leave donated to a recipient from non family member donors shall not exceed 20 days 		