

## Policy Code: 7540 Voluntary Shared Leave

The purpose of voluntary shared leave is to enable employees and other authorized individuals to donate earned leave to a fellow employee or authorized individuals who have exhausted all earned leave and continue to be absent due to serious medical conditions. An employee who, due to a serious medical condition of self or his or her immediate family (spouse, children, parents, and dependent living in the employee's household; also included are the step relationships), faces prolonged or frequent absences may apply to the superintendent of the LEA for donated leave.

- Any eligible employee in the school system may donate annual leave to any approved employee in the same school system.
- Only family members may donate annual vacation leave to an immediate family member in another LEA. There is no provision for the transfer of leave between family members in other state agencies, community colleges, or positions covered by the State Personnel Act in county agencies.
- Sick leave may be donated only to an employee who is a family member of the donor. Sick leave may be donated to a family member in the same or another LEA. There is no provision for the transfer of leave between employees or family members in state agencies, institutions, community colleges, or positions covered by the state personnel act in county agencies.

Donations made pursuant to this policy are voluntary. No employee should feel pressured or coerced to participate. The donation of leave by an employee is to be communicated to the superintendent or designee by a letter, memorandum or form signed and dated by the donating employee. The minimum amount of leave to be donated must be one-half of a day. The donating employee may not receive compensation in any form for the donation of leave. Any employee found guilty of giving or receiving compensation may be subject to dismissal as outlined in applicable state law.

Administrative operational procedures in conformance with State Board of Education policies will be developed and made available in the human resources office.

Legal References: [G.S. 115C-12.2](#), [-47](#), [-325](#) (applicable to career status teachers), [-325.1 et seq.](#) (applicable to non-career status teachers), [-336](#); [16 NCAC 6C.0402](#); North Carolina Public Schools Benefits and Employment Policy Manual (N.C. Dept. of Public Instruction, current version), available at <http://www.ncpublicschools.org/docs/district-humanresources/key-information/information/policymanual.pdf>

Cross References:

Adopted:

Revised: 1/27/12, 2/5/15, 12/7/22

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**Chapel Hill-Carrboro Schools**