

 <p>Division of Human Resources</p> <p>Department of Labor</p>	Section: Leave	
	Subject: Voluntary Shared Leave	
	Reference: Office of State Personnel https://files.nc.gov/ncoshr/documents/files/Voluntary_Shared_Leave_Policy.pdf	
	Issued Date: June 2010	Revision Date: March 2020

PURPOSE

To provide instructions and guidelines on the different types of leave policies offered to state employees.

Voluntary Shared Leave Policy

An employee may donate leave to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.

A copy of the Voluntary Shared Leave policy published by the Office of State Personnel can be viewed at the link referenced above.

Order of Steps for the Process	Responsible Party	Responsibility Task
1	Employee	<ul style="list-style-type: none"> Notify supervisor of upcoming absence. Be absent for 20 consecutive workdays and exhaust all leave in vacation, comp. time, gap comp. hours, sick, and bonus leave accounts Submit to HR Form #105 (Request for Voluntary Shared Leave) to HR. Form can be found on the intranet by clicking http://10.35.133.11/ncdol-intranet/ <p>Have treating physician complete wh-380 (Certificate of Health Care Provider Form) and mail or fax to HR.</p>
2	Supervisor	<ul style="list-style-type: none"> Notify HR of employee's prolonged absence for a medical condition. Keep a close watch on employee leave balances and notify HR to discuss possible leave without pay period to avoid overpayment.
3	NCDOL HR	<ul style="list-style-type: none"> Review form #105 (Request for Voluntary Shared Leave) and wh-380 (Certificate of Healthcare Provider Form).

Order of Steps for the Process	Responsible Party	Responsibility Task
		<ul style="list-style-type: none"> • Forward request to HR Director for approval. • Notify employee with a copy to supervisor of approval status. • Email agency donation form and accept donations. • Key donations into OSC Integrated HR-Payroll System for use by employee. • Maintain a VSL file separate from employee's personnel file and keep all information confidential. • Notify agency when employee has received maximum amount of leave needed to cover absence.