

Voluntary Shared Leave

Authorization Of Donation Of Leave

Donating Employee's Name: _____

Social Security Number: _____

School/Office: _____

Position: _____

I authorize donation of leave to _____

Number of Days of Leave to be Donated:

_____ Sick Leave _____ Annual Leave _____ Bonus Annual Leave

If you are donating sick leave, please specify your relationship to the employee: _____

Signature of Donating Employee

Date

If person donating leave is from another school system or state agency a letter from their employer confirming they have the number of days to be donated must be attached to this form.

Employees who donate sick leave are hereby notified in writing of the State retirement credit consequences of donating sick leave. That is, the sick leave balance provides an income safety net while employed. Sick leave also has value at retirement. At retirement a member of the Teachers' and State Employees' Retirement System with an earned sick leave balance receives an additional month of service credit in TSERS for each 20 days, plus one additional month if there is a remainder. The additional service credit increases the retirement benefit for the remainder of the life of the retiree.

*Sick leave may be donated to an employee and may not exceed five (5) days per year to any one non-family member. The donor may not reduce his/her earned sick leave balance below five (5) days through donation.

**Annual leave may not be donated in an amount in excess of that which could be earned in one year. The donor may not reduce his/her earned annual leave balance below one half of what that person can earn in the year. Ten month employees must retain enough annual leave days to cover the annual leave days built into the school calendar. Annual leave may be donated to any other Rockingham County Schools employee in need of the leave.

Approval: _____
Finance Officer

Date

Please send all copies to the Human Resources Department. Copies will be distributed after the Human Resources Department processes the request.