

LINCOLN COUNTY GOVERNMENT
VOLUNTARY SHARED LEAVE
APPLICATION FOR PARTICIPATION

EMPLOYEE'S NAME _____

SOCIAL SECURITY NUMBER _____

EMPLOYEE NUMBER _____ POSITION _____

DEPARTMENT _____

MEDICAL CONDITION REQUIRING THE NEED FOR ADDITIONAL LEAVE:

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ESTIMATED AMOUNT OF TIME NEEDED _____

I authorize the Lincoln County Human Resources Department to make known my need for additional leave. Only general information about my condition is to be released.

Signature of Applicant

Date

NOTE: Statement from Medical Doctor must be mailed directly to:
Lincoln County Government/Human Resources Department
Attn: Candy Burgin, Human Resources Director
115 West Main St.
Lincolnton, NC 28092

APPROVAL:

Human Resources Director or County Manager

Date

LINCOLN COUNTY GOVERNMENT
VOLUNTARY SHARED LEAVE
DONATION OF LEAVE FORM

DONOR'S NAME _____

SOCIAL SECURITY NUMBER _____

EMPLOYEE NUMBER _____ POSITION _____

DEPARTMENT _____

NUMBER OF DONATED ANNUAL LEAVE HOURS _____

RECIPIENT'S NAME _____

RECIPIENT'S SOCIAL SECURITY NUMBER _____

RECIPIENT'S EMPLOYEE NUMBER _____

I authorize the Lincoln County to deduct the number of annual leave hours specified above from my account balance and to apply them to the above named recipient's account.

Signature of Donor

Date

APPROVAL:

Human Resources Director or County Manager

Date

Section 10. Voluntary Shared Leave

A. The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship as a result of a prolonged absence caused by serious medical conditions.

Only regular status full-time or regular part-time employees are eligible to donate and/or receive donated leave. To receive donated leave, the employee at the time of receipt, must have no more than 80 hours (10 days) of sick and annual leave combined. Employees can only donate annual leave.

B. The Voluntary Shared Leave Donation Policy shall apply to only serious medical conditions suffered by the employee or immediate family members as defined in the Definition of Terms.

C. An employee wishing to donate leave to another employee must complete a Voluntary Shared Leave Donation of Leave Form with the employee's signature and forward to the County Manager for approval or disapproval.

D. To be eligible to donate annual leave to another employee, an employee must have in excess of eighty (80) hours of earned annual leave. A donating employee may not donate annual leave in excess of the amount that could be earned in one year. An employee may not reduce his or her annual leave balance below eighty (80) hours.

E. Any regular full time or regular part time employee, who has completed their initial probationary period, may apply to the County Manager for donated leave by completing a Voluntary Shared Leave Application for Participation form. The County Manager shall approve or disapprove all requests for receipt of donated leave. A third person, department head, or family member may also make application acting on the employee's behalf.

F. All leave donations must be made to a designated employee that has been approved by the Personnel Director or the County Manager. Leave may not be donated to a pool or bank.

G. All donations of leave, and the amount of hours donated, must be signed by the donating employee with the name of the employee to receive the donation of leave clearly visible and legible on the donation form.

H. The donating employee may not receive compensation in any form for the donation of leave. Acceptance of remuneration for donated leave may result in dismissal.

I. An employee may normally receive no more than 1,040 hours (130 workdays) of donated leave, either continuously or for the same condition on a recurring basis for up to 12 months.

J. All donated leave must be used in four (4) or eight (8) hour units. Holidays falling during the period of the use of donated leave will be paid as full time for regular full time employees, or prorated for regular part time employees. An employee receiving donated leave will continue to earn annual leave and accrue sick leave as long as they remain in pay status and using donated leave.