

**NORTHAMPTON COUNTY SCHOOLS
VOLUNTARY SHARED LEAVE DONOR INFORMATION**

Northampton County Schools permits the donation of annual leave by any employee of the Northampton County Schools to another employee who has been approved for receipt of donated leave by the Superintendent. The policy further permits an employee to receive sick leave and annual leave from an immediate family member in any school system. In addition, effective January 1, 2011, and employee may now donate sick leave to an approved employee of the school system. The donation of sick leave to a non-family member is limited to no more than five (5) days per year. If sick leave is donated to more than one (1) non-family member, the total amount of sick leave may not exceed twenty (20) days per year. Leave will be administered according to the policies and procedures established by the Financial Policy and Procedures Manual of the North Carolina Department of Public Instruction.

AUTHORIZATION FOR DONATION OF LEAVE

I give authorization for Northampton County Schools to deduct the number of annual and/or sick leave days indicated from my balance for donation to the individual identified below. I understand that the leave will be for the exclusive use of the recipient and that any unused donated leave will be returned to me on a pro rata basis at the expiration of this medical condition. In making this donation of sick leave and or annual leave, I understand that there may be a negative impact on my personal retirement benefit, at retirement, because of a reduced amount of sick leave used in calculating my aggregate state service. I also acknowledge my understanding that this donation of leave reduces my own safety net, if an extended absence occurs for me during my employment.

Name of Donor: _____

Name of Approved Recipient: _____

Number of Days to be Donated:

Annual Leave _____

Sick Leave _____

(Limited to no more than 5 days for non-family members)

Signature of Donor

Date