

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
 HUMAN RESOURCES
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Voluntary Shared Leave Program Donor Information Form

I. DONATION DATA

RECIPIENT INFORMATION		Leave Amounts	
Recipient's Name:	_____	Vacation:	_____
Donor's Name:	_____	Bonus:	_____
<input type="checkbox"/> UNCSA Department:	_____	Sick:	_____
<input type="checkbox"/> Other Agency:	_____	NOTES: Advisory Note: At retirement, a member of the TSERS with an earned sick leave balance receives an additional month of service credit for each 20 days or portion thereof. The additional service credit increases the retirement benefit for the remainder of the life of the retiree. Donated sick leave shall NOT be used for retirement purposes and there are State retirement credit consequences of donating sick leave.	
Other Agency Contact Name & Phone Number:	_____		
Is the recipient an immediate family member? <input type="checkbox"/> Yes <input type="checkbox"/> No		All donations will be made anonymously.	
If yes, indicate relationship to you: _____			

II. DONATION AUTHORIZATIONS

By signing this document I acknowledge that the donation of any leave is entirely voluntary. I understand that the signature of the Donor authorizes the transfer of leave to the Recipient's account.

Donor's Signature

Important points to remember about the VSL Policy:

- Leave may be donated from vacation, sick, or bonus leave
- Leave will be added only to the Sick leave balance of the Recipient
- The minimum donation allowable is 4 hours

For donations of vacation leave:

- The vacation donation may not be more than the amount of the donor's annual accrual rate
- Donors may not drop their vacation balance below one-half of their vacation accrual earned in 12 months

For donations of sick leave:

- Employees may not donate more than 5 days of sick leave per calendar year to any one non-family recipient
- Donors may not drop their sick leave balance below 40 hours

Any unused donated leave shall be returned to active (working or on leave without pay) donor(s) on a prorated basis and credited to the leave account from which it was donated.

Thank you for your donation. All donations are kept confidential.