

BERTIE COUNTY SCHOOLS
AUTHORIZATION TO DONATE SHARED LEAVE

Questions may be directed to Human Resources, 252-794-6000

Please forward completed original form to:

Human Resources Department, 715 US Hwy 13N, Windsor, NC 27983 or Fax: 252-794-9727

DONOR INFORMATION

Donor Name (Printed) _____

Last 4-digits of Donor's SSN _____

Donor Department/School _____

LEAVE INFORMATION

The minimum amount of leave that may be donated is one-half day. The maximum amount of vacation leave that may be donated may not be more than the amount of the donor's annual accrual rate and may not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Bonus Leave may be donated without regard to the above limitations on vacation. Immediate family members may also donate sick leave. Actual leave deducted from donor leave balances may be less than original donation if employee is not eligible for all leave received and the donations are pro-rated. **I understand that my donation is voluntary and confidential.** I understand that my leave balance will be decreased by the amount contributed. I understand this donation may affect the payout of sick leave upon retirement or the payout of vacation leave upon any termination.

I authorize Bertie County Schools to deduct _____ days (minimum ½ day) from my vacation leave to be donated to _____ (Name of Shared Leave Recipient).

Vacation leave earned annually _____ Vacation leave balance after donation _____

I authorize Bertie County Schools to deduct _____ days (minimum ½ day) from my bonus leave to be donated to _____ (Name of Shared Leave Recipient).

Relationship to recipient _____

I authorize Bertie County Schools to deduct _____ days (minimum ½ day) from my sick leave to be donated to _____ (Name of Shared Leave Recipient)

Sick leave earned annually _____ Sick leave balance after donation _____

No more than five days of sick leave per year can be donated to a nonfamily member. The combined total of sick leave donated from nonfamily members shall not exceed 20 days per year. Donated sick leave shall not be used for retirement purposes. Sick leave balances provide 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 (TSERS) 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.

TO: SCHOOL BOOKKEEPER/PAYROLL CLERK

Please deduct _____ days from the donor's vacation leave balance.

Effective ____/____/____

Please deduct _____ days from the donor's bonus leave balance

Effective ____/____/____

Please deduct _____ days from the donor's sick leave balance.

Effective ____/____/____

Signature _____

Date ____/____/____

Employee Signature

Signature _____

Date ____/____/____

Personnel Assistant/Benefits Coordinator Signature

Signature _____

Date ____/____/____

Chief Human Resources Officer Signature