

**GRANVILLE COUNTY BOARD OF EDUCATION  
VOLUNTARY SHARED LEAVE  
DONOR'S REQUEST TO Donate Leave**

**\*\*\*NOTE\*\*\***  
Are you an immediate family member?  Yes  No  
If so, please check the appropriate box:  
 Spouse       Child/Step  
 Parent/Step  In-Laws  
 Sibling/Step  Grandparent  
 Grandchild  
 Dependent living in employee's household.

EMPLOYEE'S NAME (DONOR): \_\_\_\_\_

SOCIAL SECURITY NUMBER (Last 4 digits): \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

POSITION: \_\_\_\_\_

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**AUTHORIZATION STATEMENT**

I authorize the Granville County Board of Education to approve my request to donate leave as indicated below to \_\_\_\_\_, who is an employee of the GCPS system.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

**TYPE OF LEAVE:**

Sick Leave       Annual Leave      Number of Days \_\_\_\_\_

**\*\*\*IMPORTANT\*\*\***

Effective January 1, 2011, a public school employee may also receive sick leave from nonfamily members employed in any state agency or school system in North Carolina. **A public school employee shall not donate more than 5 days of sick leave per year to any one nonfamily member.** The combined total of sick leave received from nonfamily members shall not exceed 20 days per year. **Note: A donor may not reduce his or her annual leave or sick leave balance below one-half of what that donor has accrued.**

**NOTICE TO EMPLOYEES WHO DONATE SICK LEAVE:** Sick leave balances 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.

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Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Director of Human Resources or Designee