
 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Voluntary Shared Leave Program	
	Number: Article VII; Section 26	Revisions:	Effective Date: November 20, 2012	Page of 1 1
	Supersedes:		Approved By: 	

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 26. Voluntary Shared Leave Program

An employee may donate sick leave to another employee who meets the criteria to participate in the Town's shared leave program. An employee is eligible to receive shared leave when that employee:

- 1) has been a full-time employee of the Town for one year
- 2) has a serious medical condition, or an immediate family member has a serious medical condition, that requires the employee to miss 20 consecutive workdays, or experience excessive intermittent absences
- 3) has exhausted all sick, vacation and compensatory leave time
- 4) produces medical documentation to support the need for leave beyond the available accumulated leave

Employees out of work on workers' compensation leave or employees receiving short-term disability benefits are not eligible for shared leave.

All applications or nominations for shared leave should be made to the Town Manager who will administer the shared leave policy. Leave may be made available for use on a current basis and is not retroactive beyond the current pay period. All leave donations are strictly voluntary and are kept confidential. Leave donations must be a minimum of 4 hours and are credited to the sick leave account of the shared leave recipient. Any unused donations shall be returned to the donor(s) on a prorated basis and credited to the leave account from which it was donated.

Note: Donated leave used is taxable income to the recipient.