MACON COUNTY BOARD OF EDUCATION
VOLUNTARY SHARED LEAVE
APPLICATION TO DONATE LEAVE

Purpose: The purpose of voluntary shared leave is to provide economic relief for employees who, by reason of prolonged absence caused by serious medical conditions, are likely to suffer financial hardship.

Donation of Leave: Any employee who has in excess of five (5) sick leave days accumulated or in excess of five (5) annual leave days accumulated is eligible, subject to certain restrictions, to donate leave to an employee who qualifies and is approved by the Superintendent or his designee to receive leave.

Restrictions on Donated Leave

a. All leave donations must be to a designated employee approved by the Superintendent for receipt of donated leave and may not be made to a pool or bank.

b. All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.

c. For the purposes of voluntary shared leave, all leave donated will be credited to the recipient's sick leave account.

d. The minimum amount of leave donated must be one-half of a day.

e. The donating employee may not receive compensation in any form for the donation of leave. Local boards shall adopt policies stating that acceptance of remuneration for donated leave will result in dismissal.

f. **Annual Vacation Leave –** Any eligible employee in the LEA may donate annual vacation leave to any approved employee in the same LEA. Family members may donate annual vacation leave to an immediate family member in another LEA, community college or state agency. Employees of another LEA, community college or state agency may donate annual vacation leave if a coworker's immediate family member is eligible for donated leave and works in an LEA, state agency, or community college. A donor may not reduce his or her annual vacation leave balance below one-half of what that person can earn in a year.

g. **Sick Leave –** Sick leave may be donated to an employee of a public school system (LEA). A public school employee shall not donate more than five days of sick leave per year to any one nonfamily member. Sick leave may be donated to an immediate family member in the same or another LEA, community college or state agency. A donor may not reduce his or her sick leave balance below one-half of what that person can earn in a year. **State Retirement consequences of donating sick leave – The sick leave balance 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.**

h. **Bonus Leave –** Bonus leave may also be donated.

i. The combined total of sick leave donated to a recipient from nonfamily members shall not exceed 20 days per year.

Statement of Intent

I request to donate _____ (must be in full or half units), day(s) of _____ (designate annual, sick, or bonus) leave day(s) to _____ (name of recipient).

_____ _____

Signature Date Social Security Number

Please return this form to the Personnel Department.