

Board of Education Policy 7.4892
Administrative Procedure

Voluntary Shared Leave

Policy

The Catawba County Schools shall maintain a Voluntary Shared Leave (VSL) Program; whereby, permanent full-time and part-time employees with a prolonged medical condition may apply for assistance through the donation of leave by fellow employees. The donating employee may not receive compensation in any form for his/her donated time. Acceptance of compensation for donated leave will be grounds for disciplinary action up to and including dismissal.

Purpose

To provide an avenue where employees can help one another on a one-to-one, personal basis. If an employee has a serious and prolonged medical condition that caused him/her to exhaust all available leave (both annual and sick), the employee may apply or be nominated for this program.

Limitations

The Catawba County Schools VSL Committee will operate the program in accordance with local board policy and the policy of the State Board of Education (see benefits Manual, Section 4.17 adopted July 1, 1992).

Organization

The Catawba County Schools shall have a VSL Committee consisting of four members to review all applications and recommend their approval/disapproval to the Superintendent. The committee shall be composed of the central office persons with daily access to leave records, the personnel director, and the finance officer. The Assistant Superintendent for Human Resources shall chair the committee.

Procedures

1. Employees wishing to apply for leave shall complete the Voluntary Shared Leave application (attachment 1) and submit it to the Assistant Superintendent for Human Resources. The form is to be signed by the employee releasing pertinent information to the VSL Committee and to eliminate any liability on behalf of the committee or the local board of education. A statement from the employee's physician certifying the employee's medical condition and stating a "return to work date" must be sent directly from the physician to the Assistant Superintendent for Human Resources.
2. Employees wishing to donate leave to persons with approved requests are to complete the "Donation of Time to VSL Program" memo (attachment 2) and submit it to the Assistant Superintendent for Human Resources.
3. When an application is received, the Assistant Superintendent for Human Resources will ensure that the employee qualifies for the program and will present the request to the committee at its next scheduled meeting. If a request is considered to be an emergency, the Assistant Superintendent for Human Resources may convene a special meeting of the committee at his or her discretion.

4. The Chairperson of the committee will indicate the committee's recommendation, sign the request form and forward it to the superintendent for final approval/disapproval action.
5. If a request is approved, the Assistant Superintendent for Human Resources will:
 - a. Contact all persons expressing an interest in being donors to request leave donations;
 - b. Contact the employee's supervisor requesting donated leave from the employee's school/area/section, or
 - c. Make public announcements, internal to the Catawba County Schools, that leave is needed for employees with approved requests.
6. The personnel and finance offices will review the offers to donate time and ensure that all requirements are met prior to transferring time.
7. When donations are arranged, the Assistant Superintendent for Human Resources will contact the applicant and his/her immediate supervisor notifying them of all the donated amount of time and any reporting arrangements that may be necessary.
8. The applicant is to contact the Assistant Superintendent for Human Resources every 30 calendar days to certify his/her continued need if more than one month of leave was approved.

Accountability

The personnel office of the Catawba County Schools will ensure that all transfers of leave under this policy meet the criteria for transfer and that the person(s) donating time are notified of the transfer.

An employee's leave account balance may not exceed 40 hours upon his/her return to work. Any leave beyond this amount will be returned to the donors on a pro-rated basis.

Confidentiality/Privacy of Information

All information concerning the VSL application of any employee is strictly confidential and is subject to the provisions of the Privacy Act.

Addendum

Until further action by the General Assembly, all instructional personnel, teacher assistants, and bus drivers will not benefit from the provisions of VSL on the days students are in attendance with one exception. The exception is that family members may share sick leave which may be used on these days.

Superintendent

Date