



## COVID-19 Shared Leave Donation Form

Donor Name: \_\_\_\_\_ Banner I.D.: \_\_\_\_\_

FSU Department: \_\_\_\_\_

*Please review page 2 of this form for information regarding the minimum and maximum leave that may be donated, as well as other program details.*

Please provide details below on the type of leave you wish to donate, as well as the number of hours or days:

Vacation Leave Hours: Number of Hours: \_\_\_\_\_ or Number of Days: \_\_\_\_\_

Sick Leave Hours: Number of Hours: \_\_\_\_\_ or Number of Days: \_\_\_\_\_

Bonus Leave Hours: Number of Hours: \_\_\_\_\_ or Number of Days: \_\_\_\_\_

I understand that my donation is voluntary and confidential. I understand my leave balance will be decreased by the amount contributed and this donation may affect creditable State service upon retirement and the payout of vacation upon termination or retirement.

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## COVID-19 Shared Leave Bank Guidelines

### **1. Eligible Uses**

- a. Employee is unable to telework due to the nature of their position.
- b. Employee has absences due to ongoing child / elder care needs due to COVID-19 related child / elder care closings.
- c. (Effective 1/1/2021) Employee has been in close contact with a COVID-19 positive person in the last 14 days.
- d. (Effective 1/1/2021) Employee received instructions to isolate or quarantine by a health department or health care provider.
- e. (Effective 1/1/2021) Employee has COVID-19 symptoms and is seeking medical diagnosis or has been diagnosed with COVID-19.

### **2. Program Timeframe**

- a. COVID- 19 Shared Leave, if available, may be applied to absences that occurred July 6, 2020 or later.
- b. The COVID-19 Shared Leave Program is subject to the continuance of the current public health emergency, and the end date of the program is June 30, 2021 unless otherwise extended or rescinded.

### **3. Employee Eligibility**

- a. The COVID- 19 Shared Leave Program is only available to permanent leave-earning EHRA and SHRA employees (including probationary and time-limited employees).
- b. An employee must have exhausted all personal leave (vacation, bonus, special leave, sick leave) and earned time off (compensatory time) before receiving donated leave.
- c. This program is for Fayetteville State University employees only; leave exchanges with employees of other UNC System campuses or other state agencies are not permitted under this program.

### **4. Donation Parameters**

- a. Donations are made to the COVID-19 Shared Leave Bank, and not to an individual.
- b. The deadline for submitting donation forms to Human Resources is June 30, 2021.
- c. Vacation, Bonus and Sick leave are all eligible to be donated with the following combined limits:
  - Minimum Hours: 8
  - Maximum Hours: 240
  - For employees separating / retiring, donations may exceed the maximum.

Advisory Note: Donating sick leave may cause a reduction in retirement service credits for TSERS members. At retirement, a member of the TSERS with an earned sick leave balance receives an additional month of retirement service credit for each 20 days of sick leave. The sick leave counts as creditable service at the calculation of the retirement benefit.

### **5. Use of Donated Leave**

- a. COVID-19 Shared Leave donations will be distributed evenly to all employees who meet eligibility requirements.
- b. COVID-19 Shared Leave will be applied to absences for eligible employees at the end of each timesheet period until the COVID-19 Shared Leave Bank balance is exhausted.
- c. Maximum hours of COVID-19 Shared Leave that can be applied will be 20 hours per work week.