

## WINSTON-SALEM/FORSYTH COUNTY SCHOOLS

Voluntary Shared Leave Program

Donor Information Form

(Please print or type information)

Recipient's Name: \_\_\_\_\_ Payroll ID or last 4 of SSN: \_\_\_\_\_

Recipient's Employer: \_\_\_\_\_  
(List school district and school or work location)

Donor's Name: \_\_\_\_\_ ID or last 4 of SSN \_\_\_\_\_

School/Division: \_\_\_\_\_

Position of Donor: \_\_\_\_\_ Relationship to Recipient: \_\_\_\_\_

# of days donated: Annual Leave \_\_\_\_\_ Sick Leave\* \_\_\_\_\_ Bonus Leave \_\_\_\_\_

\*Donor's sick and/or annual leave balances may not fall below one-half of the yearly accrual. **Effective 01/01/2011**, a non-family member who is an employee of a public school system may contribute annual leave, bonus leave or up to 5 sick leave days. A recipient can receive a maximum total of 20 sick leave days from any combination of 1 or more non-family members within a 1 fiscal year period. An immediate family member, as defined by the NCPS Benefits Manual (Section 01.1.9) who is an employee of any North Carolina public school system, may donate sick, bonus or annual leave. A Certification of Health Care Provider form from the recipient must be on file in Human Resources before voluntary shared leave is approved.

Employees who donate sick leave should be advised that 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, 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.

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to: Winston-Salem/Forsyth County Schools  
Human Resources  
PO Box 2513  
Winston-Salem, NC 27102

Please send your completed forms to the attention of the appropriate contact shown below, based on the recipient's assignment:

Attention:  
Brenda Bourne, School Support  
Pam Hensdale, Operations

Approved by Human Resources  
☐ Yes ☐ No  
Initials: \_\_\_\_\_

6/22/2022