

# Currituck County Schools

*Inspiring Excellence in Every Student*

## **Voluntary Shared Leave (Donated Leave)**

### **Purpose of Voluntary Shared Leave:**

Only full-time and part-time permanent employees who have exhausted all available accumulated paid leave (paid parental leave, sick leave, annual vacation leave, and bonus leave, if applicable) are eligible to receive donated leave. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave. Only employees in permanent (leave earning) status can participate in the voluntary shared leave program.

An employee who, due to a serious medical condition of self or of his or her immediate family faces prolonged or frequent absences from work may apply to the superintendent of the LEA for donated leave. Application may also be made by a third person acting on the employee's behalf, if the employee is unable to make an application.

An employee may make an application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

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Signature

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Date

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Director of Human Resources

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Date

# Currituck County Schools

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## Donated Leave Approval Request

Employee: \_\_\_\_\_ School: \_\_\_\_\_ Position: \_\_\_\_\_

Principal: \_\_\_\_\_

Reason for Donated Leave Request:

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Please attach any documentation supporting the need for  
the request you wish to submit.

### For Central Office Use Only

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent

Copy: Payroll  
Human Resources

**Please return this form to the Director of Human Resources**

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