

Thomasville City 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 HOURS donated:
Annual Leave Hours _____ Sick Leave* Hours _____ Bonus Leave Hours _____

*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 hours, bonus leave hours or sick leave hours equal to 5 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: Thomasville City Schools OR Courier Mail, Human Resources
Human Resources
400 Turner Street
Thomasville, NC 27360

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

Attention: Human Resources Approved by Human Resources
 Payroll Yes No
 Initials: _____