

SECTION A: EMPLOYEE INFORMATION

First Name _____ Middle _____ Last Name _____ Employee ID _____

Employee Title _____

Department: _____

Work Phone Number _____

Classification: EPA SPA Postdoc

Home Phone Number _____

Employment Status: Full-time Part-time

Leave to Begin _____

Contract Length: 12 month 9 month

Leave to End _____

Cooperative Extension: Yes No

I understand that I am applying to receive leave transferred from another employee's account and that my name may be known in order to process my request. If approved, any donated leave will be done on a strictly voluntary basis. I understand that if no donations are received, I may be placed on leave without pay. I also understand that I am responsible for pay back of leave time taken if no leave is donated. I understand that Shared Leave may only be applied after I have exhausted all of my available leave, including annual, sick and bonus leave.

I agree for my name to be used in soliciting leave. I further understand that my medical condition will not be shared. Yes No
If no, then your advertisement will list you as "Anonymous" by your department name.

Signature _____ Date _____

The Voluntary Shared Leave Program is in accordance with the Genetic Information Nondiscrimination Act.

SECTION B: DEPARTMENTAL ACKNOWLEDGMENT

Department Contact _____ Email _____

Phone Number _____ Fax Number _____ Campus Box No. _____

Employee's Last Date Worked _____

Employees who have received formal written disciplinary action for abuse of leave in the last 12 months are not eligible for participation in the Voluntary Shared Leave Program. If you feel the above named employee is not eligible, attach a copy of the disciplinary letter and insert your comments below.

Comments _____

Signature _____ Date _____

Submit the completed form to Leave Administration along with a copy of the employee's Monthly Breakdown Report.

Mailing Address:
Campus Box 7215
Raleigh, NC 27695

Fax Number: (919) 513-2528

Physical Address:
Administrative Services - Bldg II
2711 Sullivan Dr., Suite 200
Raleigh, NC 27695