



# CITY OF KINSTON

## Personnel Policy

Subject:  Shared Leave Appendix A	Section: Holiday/Leave/Longevity		Review Responsibility: Director of Human Resources		
	Policy #:: 3	Effective Date: 8/01/2016	Rev. #: 2	Revision Date: 7/31/2016	Page: 1 of 1
	Supersedes: 1/01/2011		Prepared By: Gloria Blake <i>Gloria Blake</i>		Approved By: Tony Sears <i>Tony Sears</i>

### Appendix A

### Shared Leave Donation Form

Donor's Name \_\_\_\_\_ Department \_\_\_\_\_ Division \_\_\_\_\_

Recipient's Name \_\_\_\_\_ Recipient's Department \_\_\_\_\_

Total hours donated (4 hr. min.) \_\_\_\_\_ Sick Leave \_\_\_\_\_ Vacation Leave \_\_\_\_\_  
Every 2 hours of Sick Leave donated required 2 hours of Vacation Leave for a 1-1 ratio

An employee who terminates his/her employment with the City is not eligible to have his/her previous donated leave refunded or receive payment of any kind for donated leave. Leave donation is a voluntary action by the employee and the employee should not expect and is not entitled to any special consideration or reward.

Donors may use Vacation Leave for 100% of their donation as long as the donation does not exceed 50% of their Vacation Leave accrual rate. Donors may also use a combination of Vacation and Sick Leave up to 50% of the accrual rate in each category as long as the ration does not exceed the 2 hours of Sick Leave to 2 hours of Vacation Leave requirement (1-1 ratio).

Signature of Employee \_\_\_\_\_ Date Submitted \_\_\_\_\_

Signature of Dept. Head \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Approved       Denied

For Use by Human Resources

Hours donated are consistent with requirements in Administrative Policy 22, Section 6.9 A and 6.9 B:     Does not Exceed       Exceeds

Comments:

Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

For City Manager or Designee

Total Hours Approved \_\_\_\_\_ Sick Leave Approved \_\_\_\_\_ Vacation Leave Approved \_\_\_\_\_

Comments:

City Manager or Designee \_\_\_\_\_ Date Approved \_\_\_\_\_