

**VOLUNTARY SHARED LEAVE (VSL) DONATION FORM****I. DONOR INFORMATION**

| | | | |
|--------------|---|-----------------|--|
| Donor Name: | | PID #: | |
| Dept Name: | | Dept #: | |
| Email: | | Work Phone: | |
| Appointment: | <input type="checkbox"/> SHRA <input type="checkbox"/> EHRA NF <input type="checkbox"/> EHRA (12-mo.) | Personal Phone: | |
| Supervisor: | | Email: | |
| HR Rep: | | Email: | |

II. DONATION INFORMATION

| Recipient Information | | Donor's Annual Vacation Accrual Rate | | |
|--|--|---|------------------|---------------|
| <input type="checkbox"/> Unspecified Recipient: Give my donation to an approved VSL applicant. | | Hrs. | Min. per Year | |
| <input type="checkbox"/> Specific Recipient: Give my donation to the applicant indicated: | | Accrued Leave Amounts | | |
| Recipient Name: | | | Current Balances | To be Donated |
| PID #: | | Vacation: | | |
| Dept. #: | | *Bonus: | | |
| Other Agency: | | Sick: | | |
| Other Agency Contact Name, Phone, and Email: | | Notes: | | |
| Recipient Appointment: <input type="checkbox"/> SHRA <input type="checkbox"/> EHRA NF <input type="checkbox"/> EHRA (12-mo.) Is the recipient a family member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate their relationship to you: | | *Special Bonus Leave granted after 2014 cannot be donated as shared leave. Refer to the Voluntary Shared Leave policy for specific limitations on donations. TSERS members will NOT receive credit at retirement for donated sick leave hours. Leave donated shall be kept <u>confidential</u>. | | |

III. DONATION AUTHORIZATIONS

| | | |
|-----------------|----------------------|------------------|
| | | |
| Donor Signature | Supervisor Signature | HR Rep Signature |
| Date | Date | Date |

Instructions: The **DONOR** may submit this form through [ConnectCarolina](#) (SelfService > My Benefits Tile > Leave > Submit a Leave Document). The donor's **HR REP** may also submit this form under the **DONOR's NAME**. *HR Reps: Please do not submit VSL donations under the Recipient's Name as shared leave donations are confidential.*

For instructions on how to Submit a Leave Document in ConnectCarolina, please visit the [Benefits & Leave forms page](#). For questions, please call 919-962-3071 or send an email to leave@unc.edu.