



HALIFAX COUNTY SCHOOLS

Human Resources

DONATED LEAVE

Employees of Halifax County Schools may donate leave days to provide economic relief for the employees who, by reason of prolonged absence or frequent short-term absences caused by serious medical conditions, are likely to suffer financial hardship.

The minimum donation is one/half day. The donation of leave must not reduce the donor's leave balance below one-half of the number of days that may be earned in a year.

Only permanent full-time and permanent part-time employees are eligible to receive donated leave after having requested and received permission from the director of personnel.

Both Sick Leave and Annual Leave may be donated to employees of an LEA. For clarification and restrictions, please refer to section 4.3 of the North Carolina Benefits and Employment Manual.

If you wish to donate annual or sick leave days please complete this form and send it to the address below.

Human Resource Department
Halifax County Schools
P.O. Box 468 Halifax, NC 27839
Fax: 252-583-1383

I,

Type Your Name

Wish To Donate

Number of Days

Days of

Type of Leave

To:

Name of Person Receiving Days

Signature of Donating Employee/Date

_____ Leave Approved

_____ Leave Not Approved

Director of Human Resources/Date