





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Voluntary Shared Leave	SECTION/TOPIC: PERSONNEL
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REVISION DATES:	APPROVED BY:
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I. PURPOSE

- A. This Standard Operating Procedure defines how the organization will administer shared leave.

II. SCOPE

- A. This Standard Operating Procedure applies to all full-time employees within the Northern Wake Fire Department.

III. PROCEDURE

- A. A full-time employee may donate leave to another full-time employee who has been approved to receive voluntary leave due to a medical condition of the employee or of a member of the employee’s immediate family; that will require the employee’s absence for a prolonged period of time.
- B. Definitions
 1. Prolonged Period of Time - 20 or more consecutive workdays.
 2. Recipient - The full-time employee who receives the leave.
 3. Donor - The full-time employee who donates the leave.
 4. Immediate Family – A spouse, parent, child (including step relationships) or any other dependents that live in the household.
- C. Qualifications to Receive Leave
 1. In order to receive voluntary shared leave, the employee must have complied with existing leave rules and have a medical condition or a member of the employee’s immediate family has to have a medical condition, that requires the employee’s absence from a prolonged period of time.
 2. The employee must produce medical evidence to support the need for leave beyond the available accumulated leave and must be approved by the Fire Chief to participate in the program.

D. Time Period

1. An employee may begin using voluntary shared leave after all available sick and vacation leave has been exhausted.
2. While using voluntary shared leave, the employee continues to earn leave.

E. Vacation Leave

1. The minimum donation is 4 hours.
2. The maximum donation cannot be more than the amount of hours the donor would accrue annually.
3. The donation must not reduce the donor's leave balance below one-half of the annual accrual rate.

F. Sick Leave

1. The minimum donation is 4 hours.
2. The maximum donation is 1,040 and may not reduce the donor's sick leave account below 40 hours.