

# Voluntary Shared Leave Procedures

## I. Application for Leave

A prospective recipient may apply or be nominated by a fellow employee to participate in the Program. The completed application form included in this procedure must be submitted to Human Resources. A certification from a physician or other documentation may be required. After review of the current leave status and eligibility by the Director of Human Resources, the request will be presented to the President for approval.

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**Policy Number:** 03.02.12.01

**Legal Citation:**

G.S. 115D-25.3; 1C SBCC 200.94(c); 25 NCAC 01E.1301-.1307; 25; NCAC 01E .0707; S.L. 2016-94, § 36.19

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