

## Donate Voluntary Shared Leave

The following employees are in need of Voluntary Shared Leave donations:

- Laura Adams – Housing and Residence Life \*
- Heidi Schmader – Housekeeping
- Alexis Lee – Earth and Ocean Sciences
- Elizabeth Elliott - CMS

\*may only accept vacation leave

The UNCW Voluntary Shared Leave Policy allows employees to donate leave to another employee who is facing a loss of income due to a personal or family member illness. Employees may donate sick leave, vacation or bonus leave. There is a limit of five sick days to any one recipient. The recipient can only receive up to 160 hours of sick leave. The form to donate leave is located on the HR website at [www.uncw.edu/hr/forms.html](http://www.uncw.edu/hr/forms.html).

For more information please contact Kelly Kennedy at [kennedyk@uncw.edu](mailto:kennedyk@uncw.edu) or x23006 or Diana Waser at [waserd@uncw.edu](mailto:waserd@uncw.edu) or x23345.