North Carolina Department of Public Safety

Prevent. Protect. Prepare.

Pat McCrory, Governor

Kieran J. Shanahan, Secretary

January 8, 2013

ADMINISTRATIVE MEMORANDUM: 01-2013

TO: Department of Public Safety Managers and Supervisors

FROM: Alvin G. Ragland

RE: **Voluntary Shared Leave Process**

With the consolidation of the Departments of Crime Control and Public Safety, Correction and Juvenile Justice, policy, processes and procedures are being reviewed and revised to meet the needs of the new Department of Public Safety (DPS). Therefore, the purpose of this administrative memorandum is to introduce new procedures and forms for administering the Voluntary Shared Leave (VSL) program.

Beginning immediately, all Voluntary Shared Leave applications and donations will be approved and processed by the DPS Central Human Resources (HR) VSL Program Coordinator, Ida Diaz, located in the Shore building, at 214 W. Jones Street, Raleigh, NC 27699. Please see the following for the consolidated VSL administration processes and procedures.

APPLICATION AND DONATION FORMS:

The VSL application and donation forms have been revised and are attached to this memo along with a VSL policy quick reference guide. Please discard all prior agency forms and begin using these forms immediately. All VSL applications and donations will be reviewed and approved by the Central HR VSL Coordinator.

VSL APPLICATION SUBMISSION AND APPROVAL PROCESS:

VSL Application forms can be submitted according to the following:

1. Employees can submit forms directly to the Central HR VSL Coordinator provided that the form has been approved and signed by the designated manager and approved by the appropriate chain of command, or
2. Employees can submit forms through their supervisor/chain of command for forwarding to the Central HR VSL Coordinator.

All forms should be faxed to (919) 716-3961, or mailed to Ida Diaz, the Central HR VSL Coordinator at 214 W. Jones Street, MSC 4203, Raleigh, NC 27699-4203.

MAILING ADDRESS:
4201 Mail Service Center
Raleigh, NC 27699-4201
Telephone: (919) 733-2126

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VSL applications shall be signed by work location management or management designee indicating participation approval prior to submitting to Central HR. Once applications have been submitted to Central HR, the HR VSL Coordinator will review for policy compliance and determine and advise of the VSL participation approval or disapproval. This notification will be made in writing and distributed via email to the employee's supervisor or appropriate work location designee in the chain of command (i.e., work location or Division personnel staff or Time Administrator).

VSL application approvals will outline a donation period and include instructions for submitting VSL donations for review and approval. VSL disapprovals will provide a reason for the disapproval and/or the need and reason for any additional documentation that may expedite the approval process. All disapprovals will terminate the VSL application process until such time qualifying documentation has been received for further review.

Documentation that an employee has abused his/her leave may be a reason for disapproving a request to participate in the program even if the employee has complied with all other requirements or criteria. It is the responsibility of the employing work location to provide written documentation of leave abuse to the HR VSL Coordinator for review and determination. Work location management will subsequently be notified of the decision reached.

APPROVED VSL APPLICATION BROADCAST PROCESS:

Application approvals will be distributed agency wide via broadcast memo through email announcement for those VSL recipient's requesting Agency broadcast. This announcement will include an attached donation form with instructions on submitting donations. DPS work locations will be required to post the VSL broadcast memo within three (3) calendar days of receipt to provide notification to employees as an opportunity to donate. Work locations with employees that have access to email can forward a copy of the broadcast email announcement and donation form. It is the recipient's responsibility to notify potential donors in other state agencies, public schools and community colleges of the application approval and donation process.

VSL DONATION SUBMISSION PROCESS:

Approved VSL applications will be given a 25-day donation period. All donation forms must be submitted to the HR VSL Coordinator via fax, scanned email or mail, and received on or before the 25th day of the donation period. No donations will be accepted after the 25th day; no exceptions to this deadline will be granted. Donations will be approved and credited to the recipient in Beacon/SAP by the DPS HR VSL Coordinator. The HR VSL Coordinator will notify the Central HR LOA/Separations section and the recipient's and donors' work locations in writing that donations have been approved and credited with instructions on exhausting the leave in Beacon/SAP. For those employees placed on a Leave of Absence (LOA) action, the Central HR LOA Case Manager has been designated as having the responsibility of exhausting the donations in the Beacon/SAP system. Work location Time Administrators have been designated with this responsibility for those employees that have not been placed on LOA status.
Please note, that donations will not be approved or processed until after the 25-day donation period has ended. Therefore, it may not be possible to keep an employee on the payroll and in pay status based upon the assumption that donations received will be approved. Employees participating in the VSL program must be reminded by work location management/designee that there may be a lapse in pay prior to donations being approved, processed and exhausted for pay continuation.

EXPIRATION OF VSL PARTICIPATION PROCESS:

An employee's participation in the VSL Program shall expire when one of the following events occur:

1. The recipient's donation period ends and all applicable donations have been exhausted,
2. The recipient's disability period ends, or
3. The employee returns to work, transfers or separates.

The HR VSL Coordinator shall be notified in writing by the work location and/or LOA Case Manager immediately when any of the above events occur. This notification may be in the form of an email but shall be followed up with a completed VSL Worksheet. A copy of the VSL Worksheet is attached. Per policy, the recipient may retain up to 40 hours of donated leave at the expiration of the VSL event. Any unused sick leave in the recipient's leave account in excess of

40 hours shall be returned to the donors on a pro rata basis. At the expiration of the VSL event, the HR VSL Coordinator will review the records for policy compliance, return any applicable donations to the donor records and notify in writing to the designated work location Time Administrator the return of donations. The work location Time Administrator(s) will have the responsibility to forward this notification to the applicable recipient and/or donor. Upon close out of the VSL event, the VSL Coordinator will forward the recipient's VSL record to the employing work location to be maintained in the employee's medical file in accordance with policy record retention requirements.

Agency Personnel policy is currently being revised to include these procedures and will be distributed and posted on the DPS website upon finalization.

Please distribute this memo to all staff with personnel, time administration and benefits responsibilities as deemed appropriate. Questions concerning the process should be directed to Ida Diaz at (919) 716-3684 or Liz Brown at (919) 716-3784.

AGR:EB:MKS

Attachments: VSL Application
VSL Donor Form
VSL Quick Reference Guide
VSL Worksheet