A prospective recipient may make an application for voluntary shared leave or may be nominated to participate in the voluntary shared leave program in accordance with the following steps:

1. The request for shared leave must be completed by the employee and approved by the employee's supervisor and the President
2. A recipient shall produce medical evidence or doctor's statement, which must include a description of the medical condition and estimated length of time to support the need for leave beyond the employee's available accumulated leave.
3. The employee must sign a release to allow the College to release the employee's medical or health status as part of the notice inviting others to contribute leave as part of the Voluntary Shared Leave program.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

August 2017	Adopted.
November 18, 2026	Reorganized as Procedure 3.2.12.1 - Requesting Voluntary Shared Leave