

## Voluntary Shared Leave Report (XVSL)

### *Instructions*

Colleges must submit the Voluntary Shared Leave reports to the Director of Human Resources at the NC Community College System Office by August 18<sup>th</sup> of each year. They are used to compile a report to be submitted by the State Board of Community Colleges to the Joint Legislative Commission on Governmental Operations and to the Fiscal Research Division on or before October 15<sup>th</sup>. The report includes the total number of days or hours of vacation leave and sick leave donated and used by voluntary shared leave recipients, and the total cost of the vacation and sick leave donated and used.

The XVSL process provides a method for the colleges to record the amount and cost of an employee's donated or received Voluntary Shared Leave. Each VSL transaction accepts the leave type (sick/vacation), the date it was donated or received, the number of hours donated or received, and the hourly rate of the employee on the date of the transaction. A comment field is also available, providing a place to reference the other employee involved in the transaction.

A report listing the employees' transactions can be requested. The cost of each transaction is calculated by multiplying the employee's hourly wage at the time of the transaction by the number of hours donated or received. A summary report is generated listing the total hours and costs of the shared leave. This summary is to be signed and submitted to the Director of Human Resources at the NC Community College System Office.

**XVSL - Record Voluntary Shared Leave**

Employee 1 0075371 Muddy Waters

Sick/Vac	Donate Date	Receive Date	Hours	Hourly Wage	Comment
1 SIC	05/01/11		8.00	33.28	To Peter Pan
2					
3					
4					

Employee 2 0075443 Peter G. Pan

Sick/Vac	Donate Date	Receive Date	Hours	Hourly Wage	Comment
1 SIC		05/01/11	8.00	17.87	From Muddy Waters
2					
3					
4					

Save NOW?  Enter Y and press ENTER to record employee shared leave

Fiscal Year to Report  thru   
Enter ALL to report all years

**Figure 1.1**

This screen presents and accepts transactions for two employees, allowing the user to record data for the two employees involved in the transaction at the same time. However, the employees do not have to be “partners” in the transaction if the user chooses. The data for each employee is saved independently; the employee records are not linked to each other in any manner.

- Employee 1 – Enter the ID number of an employee. Any previously recorded transactions for this employee will be displayed in the grid directly below this field.
- Employee 2 – Enter the ID number of the other employee involved in the transaction. Any previously recorded transactions for this employee will be displayed in the grid directly below this field. The Employee 1 field must have a value before an ID will be accepted in this field.
- Sick/Vac – Enter the type of leave being shared: Sick (S) or Vacation (V).
- Donate Date – Enter the date the leave was donated to the other employee. This field cannot be filled if there is a value in the Receive Date field. To keep Datatel records consistent you should use the same date that you used on LDTS when you entered the leave transaction.

- Receive Date – Enter the date the leave was received from the other employee. This field cannot be filled if there is a value in the Donate Date field. To keep Datatel records consistent you should use the same date that you used on LDTS when you entered the leave transaction.
- Hours – Enter the number of hours donated or received for the transaction.
- Hourly Wage – Enter the hourly wage of the employee. This must be obtained from sources outside of this process. You can obtain the person’s hourly rate from PWAG in the Work Unit Rate field.
- Comment – Enter a comment about the transaction. This field must be filled to save the data. It is suggested that it contain the ID of the other employee involved in the transaction, such as “From Muddy Waters” or “To Peter Pan” etc.
- Save NOW? – Enter “Y” and press enter or move the cursor to another field to save the displayed data. The fields on the screen will be cleared. The screen will remain visible, allowing the user to access additional employees without having to re-display the screen. Selecting the Colleague Save or Save All buttons at the top of the screen when there is a “Y” in the Save NOW? field will save the data and exit the screen.

**XVSL - Record Voluntary Shared Leave**

Employee 1

Sick/Vac	Donate	Date	Date	Receive	Hours	Hourly Wage	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee 2

Sick/Vac	Donate	Date	Date	Receive	Hours	Hourly Wage	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save NOW?  Enter Y and press ENTER to record employee shared leave

Fiscal Year to Report   thru

Enter ALL to report all years

**Figure 1.2**

- Fiscal Year to Report – Enter the four-digit year and Save out of the screen to produce a report for a single year. Enter “ALL” to report all years. Each employee who donated or received shared leave within the specified dates will be included in the report. The number of hours and cost of each transaction is printed, as is the comment associated with the transaction. A summary report is also produced, listing the total hours and costs of the shared leave.

Run Date: 10 May 2011      Voluntary Shared Leave Transaction Report 07/01/2010 - 06/30/2011      Page

Run Time: 15:04      NOCCS

Name	ID	Date	--- Donated ---		--- Donated ---		--- Received ---		--- Received ---		Comments
			Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	
Pan, Peter	0075443	05/01/11					8.00	142.96			From Muddy Waters
Waters, Muddy	0075371	05/01/11	8.00	266.08							To Peter Pan

**Figure 1.3**

Run Date: 10 May 2011  
Run Time: 15:04

Voluntary Shared Leave Transaction Report 07/01/2010 - 06/30/2011  
NCCCS

Summary Report

Sick Leave	DONATED	Total Hours :	8.00
		Total Cost :	266.08
Vacation Leave	DONATED	Total Hours :	
		Total Cost :	
Sick and Vacation Leave	RECEIVED	Total Hours :	8.00
		Total Cost :	142.96

Person completing form \_\_\_\_\_

Contact Number \_\_\_\_\_

**Figure 1.4**

This total page "Summary Report" is all that needs to be sent to the System Office.