

Partnership for Children of
Johnston County

Donating accrued vacation

Vacation may be donated to assist another PFCJC employee who has exhausted his/her leave and is in need of additional leave because of a “serious health condition” (his/her own or to care for a member of his/her family). Such donations may be made only in the following circumstances:

- The recipient employee must have exhausted or will exhaust all personal/sick and vacation leave.
- The donor employee must donate vacation in whole day (8 hour) increments
- The donor employee may not donate more than one-half his/her annual vacation accrual: for example, an employee who accrues 18 days of vacation per year may not donate more than 9 days of vacation to other employees in any one year.
- Donations may not be made to an employee who is participating in a Performance Improvement Plan.