

How to Apply for Voluntary Shared Leave (VSL)

1. Employee and leave clerk complete the request to receive VSL form and email to leave@ecu.edu



Request to RECEIVE
VSL.pdf

2. Benefit consultant emails the employee within five business days next steps regarding medical documentation
3. Employee returns medical documentation completed by the physician to benefit consultant
4. Benefit consultant emails VSL approval, following 20-day waiting period
5. Benefit consultant notifies employee of donations received within five business days