TM-38 Voluntary Shared Leave Refund Calculator

Purpose

The purpose of this Job Aid is to assist in calculating the number of Voluntary Shared Leave hours which are to be returned to active donors at a prorated basis at the end of the recipient's medical condition.

If donor contributed 10% of the overall total, then active donor will receive 10% of the remaining balance. Inactive donors are not eligible. Prorated amounts not returned to inactive donors should be disbursed to remaining active donors.

View Attachment(s)

TM-38_Voluntary_Shared_Leave_Refund_Calculator_070126.xlsx

First Published

Wed, 10/18/2017

Last Updated

Wed, 07/01/2026

Printable PDF