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## I. PURPOSE

At CCCC, we recognize that maintaining a healthy work-life balance is essential for the well-being and productivity of our employees. Our leave policy is intentionally generous, providing all team members with ample opportunities to take the time off they need. We are committed to fostering a culture where taking leave is not only permitted but actively encouraged. Supervisors will support and appropriately encourage employees to utilize their leave, emphasizing the importance of sustaining a balanced and fulfilling life.

Additionally, we must prioritize accountability and transparency in leave management. It is imperative that employees submit their leave requests formally, rather than informally taking time off without proper notice or documentation. We will have a culture where everyone respects and follows the leave policy by properly documenting their time away, ensuring that our workplace remains both supportive and professional.

## II. AMOUNT EARNED

Each full-time employee in a leave-earning status who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. Eligible employees shall earn annual leave rate at the following rate:

Permanent employees shall earn annual leave at the rates shown below. Reduced hours full-time and part-time employees shall earn annual leave on a pro-rata basis. Temporary employees are not eligible for annual leave.

| Years of Total State Service[1] | Hours Earned Each Month |
|---|---|
| Less than 15 years | 13.33 hours |
| 15 years or more | 17.33 hours |

## III. MAXIMUM ACCUMULATION

Annual leave may be accumulated without any applicable maximum until June 30th of each fiscal year. On June 30th of each fiscal year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

## IV. ADVANCEMENT

A. Annual leave may be advanced by the President in an amount not to exceed what an employee can earn during the remainder of the fiscal year.

B. An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-unearned annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

## V. ACCEPTED USES

The primary purpose of annual leave is to allow and encourage employees to renew their physical and mental capabilities and to remain a fully productive employee.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions, and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

## VI. MISCELLANEOUS

A. Scheduling Annual Leave

[1] "Total State Service" means an employee working in a permanent position (working at least 30 hours per week) for a North Carolina K-12 school, North Carolina Community College, a UNC System University, a state agency or service with the United States Armed Forces or North Carolina National Guard.

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave must be taken in units of one hour.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays.

Except for in unusual circumstances or otherwise allowed by State law or policy, or College policy, Employees may not use annual leave in a way that would significantly disrupt College operations, including but not limited to:

- using significant amounts of leave when an employee is scheduled to teach,
- using leave during high-volume periods of time for the College or the relevant office, or
- using leave during mandatory or significant College events, such as graduation or convocation.

B. Separation

1. Unless otherwise specified in this section, when separation is due to resignation, dismissal, or death, the separation date shall be the last day of work.

   Subject to the approval of the Human Resources department, which shall not be unreasonably withheld, if an employee gives notice of a resignation and becomes ill, the employee may exhaust vacation leave up until the date of the resignation. The date separated shall remain the date of resignation.

   Subject to the approval of the Human Resources department, which shall not be unreasonably withheld, if an employee is exhausting approved vacation leave for medical reasons and resigns or dies before returning to work, the date separated shall be the date the employee resigns or dies.

   As of the separation date, 1) the employee ceases to accumulate leave, to be entitled to take sick leave, and to be entitled to holidays, 2) accumulated vacation leave shall be paid in a lump sum not to exceed two hundred and forty (240) hours, to be disbursed in a paycheck to be issued to the employee as described herein, and 3) any vacation leave in excess of two hundred and forty (240) hours shall be converted to sick leave.

   When the last day(s) of the month is a holiday(s) or a mandatory leave day(s) and the employee is in pay status through the last available workday, the employee shall also receive pay for the holiday(s) and the mandatory leave day(s).

2. When separation is due to service retirement, early retirement, or reduction-in-force, the employee may choose to exhaust leave up to, but not exceeding, the established date of separation, during which time the employee shall accrue benefits while exhausting the

leave. Any remaining leave shall be paid in a lump sum not to exceed two hundred and forty (240) hours, to be disbursed in a paycheck to be issued to the employee as described herein. Any vacation leave in excess of two hundred and forty (240) hours shall be converted to sick leave. This section shall not be used by the employee to extend an established date of separation.[2]

3. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final paycheck.

4. Payment for annual leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last full hour of unused leave.

5. Retirement deductions shall be made from all annual leave payouts.

6. In the case of a deceased employee, payment for leave must be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence.

C. Transfer of Annual Leave

The College will accept the transfer of up to two hundred and forty (240) hours of annual leave previously earned from qualifying agencies when an individual is initially employed. Any earned amount over two hundred and forty (240) hours an employee wishes to transfer will be considered on a case-by-case basis and is subject to the President’s final approval. The President's decision is final and is not subject to the Employee Grievance Policy.

D. Annual Leave Records

The College shall maintain records for annual leave earned and taken for each employee. The College shall notify employees of their total annual leave balance at the end of each month. The College shall retain all annual leave records of all separated employees for a period of at least five years from the date of separation.

It is the employee's responsibility to report any discrepancy or problem with his/her annual leave balance to the Payroll Office.

E. Other

[2] For example, an employee retiring or being reduced in force effective February 1st of a given year could establish the last day of work as January 14, then exhaust the necessary hours of leave through the end of January and receive the unused balance, up to 240 hours, in a lump sum. The date separated would be January 31st. An employee could not exhaust leave in such a way as to work up to January 31st and then use leave to extend the date separated into February or later.

Full-time faculty must use eight (8) hours of leave for a full day of absence.

The College may require leave to be taken during periods of time when the College is closed for days not otherwise approved as holidays.

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**REFERENCES**

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|---|---|
| **Statutory References** | None |
| **Regulatory References** | None |
| **Relevant Guidance** | *Office of State Human Resources Manual*, "Vacation Leave" (Pages 113-122) |
| **Policy Manual Cross-References** | Referenced by:<br>● Policy 3.2.4 - Leave<br>● Policy 3.2.9 - Workers' Compensation Leave and Benefits<br>● Policy 3.2.10 - Bonus Leave<br>● Policy 3.4.8 - Secondary Employment<br>● Procedure 3.2.4.1 - Leave Requests<br><br>Referencing:<br>● Policy 3.2.13 – Family and Medical Leave Act |

**POLICY HISTORY**

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|---|---|
| **January 1, 2025** | Adopted. |