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I. PURPOSE

Personal Observance Leave may be used by eligible employees on any day of significance to the employee, including days of cultural, religious, or personal importance.

II. ELIGIBILITY

All full-time and reduced-hours full-time permanent employees will receive Personal Observance Leave ("leave"). Part-time, temporary, and interim employees will not receive this leave.

Newly hired employees are eligible for leave upon their hire date.

III. AMOUNT OF LEAVE

A. Full-time employees will receive eight (8) hours of leave each calendar year. The leave will be credited to employees on January 1st of each year.

B. Reduced-hours full-time employees, if eligible, will receive a prorated amount based on their number of hours compared to a full-time schedule.

C. All leave must be used on the same day.

D. The leave has no cash value and does not carry over each year. Leave unused within a calendar year is forfeited.

E. This leave may not be transferred to other employees.

F. If an employee separates from the College and moves to another State agency within the calendar year, unused leave may be transferred if the new agency accepts the leave.

IV. USE OF LEAVE

A. This leave may be used on any single day of significance to the employee, including but not limited to days of cultural and/or religious importance. The day in which leave is taken does not have to be a day from the employee's own religious or cultural background.

B. Employees may use this leave prior to exhausting any accumulated compensatory leave or other leave available to the employee.

C. This leave will not be applied to existing negative leave balances. This leave cannot be donated under the Voluntary Shared Leave policy.

V. APPROVAL OF LEAVE

A. Employees must receive prior approval from their immediate supervisor prior to using this leave.

B. Supervisors will honor all leave requests unless the use of the leave will create a disruption in the College's operation, in which case the supervisor may require the leave be taken at a time other than the time requested.

C. Supervisors may not require a justification of the employee's request to use the leave.

D. It is the responsibility of an employee and their supervisor to ensure all leave is reported accurately.

REFERENCES

Statutory References	None
Regulatory References	NC Executive Order 262
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave ● Procedure 3.2.4.1 - Leave Requests

POLICY HISTORY

January 1, 2025	Adopted.