I. PURPOSE..... 1
II. AUTHORITY..... 1

I. PURPOSE

The purpose of this policy is to provide leave for employees in special circumstances not otherwise contemplated by other forms of leave offered by the College, such as supporting the local and statewide communities in extraordinary situations and to accommodate certain noteworthy activities. These special circumstances include, but are not limited to, responding to emergency situations, navigating emergency closings, engaging in international athletic events, attending administrative proceedings, and contributing to organ or blood donation efforts. By accommodating these unique leave requests, the College aims to support its employees in their personal commitments while maintaining operational efficiency and fostering a compassionate workplace environment.

II. AUTHORITY

The President is hereby authorized to adopt procedures in furtherance of this policy within the bounds prescribed by the policies of the Office of State Human Resources.

REFERENCES

Statutory References	N.C.G.S. § 126-8.1
Regulatory References	None
Relevant Guidance	*Office of State Human Resources Manual*, "Other Management Approved Leave Policy (OMAL)" (Pages 132-138)
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave ● Procedure 2.1.4.1 - Reporting & Responding to Emergency, Urgent, and Adverse Weather Events

	• Procedure 3.2.4.1 - Leave Requests

POLICY HISTORY

October 23, 2024	Adopted.