ANNUAL LEAVE

1. Purpose and Uses - The primary purpose of paid annual leave is to allow and encourage every employee to renew his physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request leave during each year in order to achieve this purpose.

This 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, in lieu of sick leave.

Time lost for late reporting may be charged to the annual leave account. Deductions should be made from the employee's pay where excessive tardiness or absenteeism occurs.

2. Scheduling Leave - Annual leave shall be taken only upon authorization of the President for those reporting directly to him and the appropriate vice president or his designee in all other instances and at such time or times when it will least interfere with the efficient operation of the College. Not withstanding any other provision of the annual leave policy, the Board of Trustees may provide through written policies the circumstances and conditions under which instructional employees may utilize the time between semesters in preparation for the next semesters work, or in completion of records and reports concerning the previous semesters work at home or at some other approved place off campus. It is the intention of this provision that such employees who must engage in this kind of work be given every reasonable opportunity to do so, but that the Trustees shall define how the time so used shall be reported to differentiate it in verifiable form to distinguish it from any annual leave taken.

3. Faculty Leave Requests – Faculty must place a high priority in meeting all classes as scheduled. Therefore, faculty are encouraged to schedule all leaves at times when classes are not in session. The College recognizes that this may not always be possible and allows for faculty to request a maximum of two days of annual leave during an academic year on a day when classes are scheduled. The Application for Leave form must be submitted a minimum of two weeks in advance and must be approved by the appropriate vice president. Faculty are responsible for arranging for appropriate class coverage, which must be approved by the appropriate dean.
4. Leave Credits - Annual leave credits shall be provided for a full-time or permanent part-time (half-time or more) employee who is working or on paid leave for one-half of the regularly scheduled workdays in a month. The rate is based on length of aggregate state service. Leave for part-time employees shall be counted as a percentage of total amount provided to a full-time employee.

<table>
<thead>
<tr>
<th>Years of Aggregate Service</th>
<th>Current Hours Earned Each Month</th>
<th>Current Hours Earned in One Year/Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years</td>
<td>7.83</td>
<td>93.96/11.75</td>
</tr>
<tr>
<td>2 but less than 5 years</td>
<td>9.17</td>
<td>110.04/13.75</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>11.17</td>
<td>134.04/16.75</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>13.17</td>
<td>158.04/19.75</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>15.17</td>
<td>182.04/22.75</td>
</tr>
<tr>
<td>20 years or more</td>
<td>17.17</td>
<td>206.04/25.75</td>
</tr>
</tbody>
</table>

Aggregate State Service Defined - Aggregate state service shall be credited for full-time or permanent part-time (half-time or over) employment, whether subject to or exempt from the State Personnel Act. If any employee is in pay status (working, exhausting vacation or sick leave, or drawing workers’ compensation not to exceed 12 months) or is on authorized military leave for one-half or more of the regularly scheduled workdays in a month, credit shall be given for the entire month(s). Permanent part-time employees are credited with aggregate state service on a prorated basis - it is computed as a percentage of the amount the employee would be credited if permanent full-time.
Credit toward aggregate state service shall also be given for:
Employment with other governmental units, which are now state agencies (for example: County highway maintenance forces, War Manpower Commission, the Judicial System);

Authorized military leave from any of the governmental units for which service credit is granted, provided the employee is reinstated within the time limits outlined in the state military leave policies;

Employment with the country Agricultural Extension Service, Community College System, and the public school system of North Carolina, with the provision that a school year is equivalent to one full year; Employment with a local Mental Health, Public Health, Social Services or Emergency Management Agency in North Carolina; and Employment with the General Assembly (except for legislators, participants in the Legislative Intern Program and pages).

5. Maximum Accumulation - Leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment for accumulated leave shall not exceed 240 hours. On December 31 any employee with more than 240 hours of accumulated leave shall have the excess accumulation automatically transferred to their sick leave account so that only 240 hours of annual leave are carried forward to January 1 of the next calendar year.

6. Advancement of Leave - Any employee may be advanced the amount of leave needed on an individual basis and which can be credited during the remainder of the contract year.

7. Leave Charges - Leave shall be charged in units of time appropriate and consistent with the responsibility of managing absences in keeping with operational needs.

8. Leave Transferable - Unused leave shall be transferred when an employee transfers between state agencies. Leave may also be transferred to a local Mental Health, Public Health, Social Services or Emergency Management Agency, if the agency is willing to accept the leave; otherwise, the employee leaving state service will be paid in a lump sum for accumulated leave not to exceed 240 hours. When a local employee transfers from one of the agencies listed above to a state agency, leave or any portion of unused leave may be transferred to the state agency. If a person requests and is paid for unused annual leave at the time of transfer to or from a local agency, this will not preclude consideration for transferring sick leave.
9. **Options During Leave Without Pay** - An employee going on leave without pay may exhaust annual leave or may retain part or all accumulated leave until the employee returns, the only exceptions being: (a) if an employee has accumulated annual leave, all leave must be exhausted before going on leave without pay for vacation purposes, or (b) if an employee requests leave for other personal reasons for a period not to exceed 10 workdays, leave must be used if available; however, if the leave is for a period longer than 10 workdays, the employee may choose to use annual leave or retain it for further use. The President must approve exceptions to this rule. If leave without pay extends through December 31, any leave accumulation above 240 hours shall be transferred to their sick leave account.

When exhausting leave an employee continues to accumulate leave, is eligible to take sick leave, is entitled to holidays and is eligible for salary increases during that period.

10. **Separation - Payment of Annual leave**
   a) Lump sum payment for leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when separated from state service due to resignation, dismissal, reduction-in-force, death, or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
   b) If an employee separates and is overdrawn on leave, it will be necessary to make deductions from the final payroll check.
   c) Payment for leave will be made on the regular payroll, reflecting the number of days of leave and the amount of payment. This will be charged to the budget line item under which the employee's position was charged.
   d) Retirement deduction shall be made from the final payroll check.
   e) Receipt of lump sum leave payment and retirement benefit shall not be considered as dual compensation.
   f) In the case of a deceased employee, payment for unpaid salary, accumulated annual leave not to exceed 240 hours, and travel reimbursement must be made, upon establishment of valid claim, to the deceased employee's administrator or executor.
   g) The last day of work is the date of separation, except when an employee exhausts sick and annual leave. The separation date then will be when all accumulated leave has been exhausted. In the latter case, the employee continues to accumulate leave during the period of exhausting leave.
11. Leave Records – It is the responsibility of the employee to file the Application for Leave form; it is the responsibility of the College to maintain leave records for each employee. Balancing of the employee’s Leave Record Card shall be done on a monthly basis. Agencies should assume responsibility for notifying employees of leave balances at least once each year.

Agencies must retain leave records for all separated employees for a period of at least six years from the date of separation.