

5.4 Leave

Last Revised: May 2024

Policy: Piedmont Community College (PCC) administers leave within the scope of established Federal or State law, the State Board of Community Colleges, and/or College policy.

Purpose/Definitions:

Purpose

The purpose of this policy is to communicate the process by which leave is administered.

Definitions

Administrative Leave—leave given to PCC employees at the discretion of the Board of Trustees and PCC President.

Annual Leave—a leave option for vacations, personal reasons, or for any other instances when an absence occurs.

Birthday Leave—a leave option allowed for a day off with pay on or after an eligible employee's birthday.

Civil Leave—leave for court attendance including, but not limited to, jury duty, subpoenaed as a witness, or required to appear in court for non-job-related proceedings.

Community Service Leave—a leave option when using leave to perform community service or attend school-related functions.

Family and Medical Leave (FMLA) - job-protected leave for (1) Family and Medical Leave for the birth of a child and to care for the newborn child; for the placement of a child with the employee for adoption or foster care; for the care of a child, spouse or parent who has a serious health condition; for the employee's own serious health condition; (2) Qualifying Exigency Leave for families of covered members and (3) Military Caregiver Leave (also known as Covered Service member Leave).

Funeral Leave—a leave option for attending a funeral.

Other Leave—a leave option for claiming leave provided by Federal or State law, the State Board of Community Colleges, and/or College policy.

Paid Parental Leave - a leave with pay option directed by the State of North Carolina in accordance with N.C.G.S. 126-8.6 for an eligible employee who becomes a parent to a child.

Personal Business Leave – leave given to all faculty who are not on 12-month contracts and do not accrue annual leave; an annual allotment of 2 personal business days (or 16 hours) would be credited to all faculty not on 12-month contracts that can be used within that academic year.

Personal Observance Leave - any single work shift that falls on a day of personal significance; it is not for use across multiple shifts. This includes, but is not limited to, days of cultural or religious importance. Regardless of the employee’s religious or cultural background, any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under the Executive Order and this policy.

Sick leave—a leave option that may be used for illness or injury that prevents an employee from performing usual duties and for other medical-related issues as defined in Policy 5.4.6 Sick Leave.

Workers’ Compensation Leave—a leave option for when the employee is on an approved workers’ compensation leave.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Requesting Leave

- 1.1. A Paid leave for absences during the scheduled working hours shall be charged to the appropriate leave account of the employee
- 1.2. A leave request should be submitted through Self-Service for all leave except petty and administrative leave.
 - 1.2.1. FMLA is coordinated with HROD and not through self-service.
- 1.3. It is the employee's responsibility to:
 - 1.3.1. Submit the leave request in advance to their immediate supervisor, who, in turn,

- 1.3.1.1. approves or rejects the leave request and submits it to the Office of Human Resources and Organizational Development and Organizational Development.
- 1.3.1.2. the employee can review their submissions and leave balance in their Self-Service portal.

Section 2. Approved Leave Options

2.1. The following definitions should be observed in checking which kind of leave each particular request is for:

- 2.1.1. "Sick Leave" should be checked for absences to be charged to sick leave as provided in PCC Policy 5.4.6 Sick Leave.
- 2.1.2. "Vacation (Annual) Leave " should be checked for vacations, personal reasons, or for any other instances when an absence occurs, as provided in PCC Policy 5.4.5 Annual Leave.
- 2.1.3. "Birthday Leave" should be checked to claim a day off with pay on or after an eligible employee's birthday as provided in PCC Policy 5.4.14 Birthday Leave.
- 2.1.4. "Civil Leave" should be checked for court attendance such as jury duty as provided in PCC Policy 5.4.7 Civil Leave.
- 2.1.5. "Funeral Leave" should be checked for attending a funeral, as provided in PCC Policy 5.4.12 Funeral Leave.
- 2.1.6. "Community Service Leave" should be checked when using leave to perform community service or attend school related functions, as provided in PCC Policy 5.4.16 Community Service Leave.
- 2.1.7. "Personal Observance Leave" should be checked to claim a day off with pay for any single work shift that falls on a day of personal significance; it is not for use across multiple shifts, as provided in 5.4.18 Personal Observance Leave.
- 2.1.8. "Paid Parental Leave" — a leave with pay option directed by the State of North Carolina in accordance with N.C.G.S. 126-8.6 for an eligible employee who becomes a parent to a child as provided in PCC Policy 5.4.19

- 2.1.9. “Personal Business Leave” should be checked for any faculty who are not on 12-month contracts and do not accrue annual leave to conduct any personal business during work hours.
- 2.1.10. “Without Pay” should be checked for leave that is being taken with payroll deduction, as provided in PCC Policy 5.4.2 Educational Leave Without Pay or Policy 5.4.3 Other Types of Leave Without Pay.
- 2.1.11. “Workers’ Compensation” should be checked when the employee is on an approved workers’ compensation leave, as provided in PCC Policy 5.4.8 Workers Compensation and Leave.
- 2.1.12. “Bonus Leave” should be checked as outlined in PCC Policy 5.5 Other Benefits.

Section 3. Documenting Leave

- 3.1. an employee believes a mistake has been made in the recording of leave, the Office of Human Resources and Organizational Development should be notified as soon as possible to work towards a resolution.

Legal Citation: [1C SBCCC 200.94](#), [N.C.G.S. 115D-5\(a\)](#)

History: Effective February 24, 1976; Revised October 12, 1988; October, 2001; March 2021; May 2024