

# CP – 2.3.1

## ANNUAL LEAVE

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*Related Board of Trustees Policy: BP 2.3*

*OPR: Vice President for Administration*

*Approval: May 2012*

*Revision: March 15, 2019*

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### **ANNUAL LEAVE**

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

### **Eligibility**

All full-time and part-time regular, non-instructional employees, contracted for employment for a period greater than six months and are in pay status for one-half or more of the regularly scheduled workdays and holidays in a pay period shall earn annual leave. Part-time regular employees, who work at least 25 hours per week, are employed for a period greater than six months and are actively in pay status for one-half or more of the regularly scheduled workdays and holidays in the pay period shall earn annual leave on a prorated basis.

Faculty are ineligible for annual leave and are not required to work during semester breaks or during holidays or other periods when instruction is not scheduled, with the exception of scheduled workdays. Faculty will follow the normal faculty work schedule, including scheduled faculty workdays, registration days and days that classes are scheduled.

### **Method of Computation**

<b>Years of Aggregate Service</b>	<b>Hours Earned Each Month</b>
Less than 5 years	9.33
5 but less than 10 years	11.33
10 but less than 15 years	13.33
15 but less than 20 years	15.33
20 years or more	17.33

### **Total State Service Credit**

Employees shall be credited on a month-for-month basis for all permanent, probationary or time limited employment with an approved agency or agencies for purposes of determining total State service credit.

Approved agencies include but are not limited to:

- NC State agencies
- County Cooperative Extension Service
- NC Community College System

- Public schools of NC
- Local Mental Health, Public Health, or Social Services if such employment is subject to the State Human Resources Act
- Local Emergency Management Agency in NC that receives federal grant-in-aid funds; and the NC General Assembly (except interns and pages).

Unused annual leave, not to exceed 40 hours total, earned in previous employment with any approved agency may be transferred to an employee's annual leave account upon employment with the College.

The College will inform each employee of the types of prior service that are eligible to be counted as total State service. If the employee fails to provide evidence of prior service at the time of employment and later produces such evidence, credit will be allowed for the service and the earnings rate will be adjusted; however, retroactive leave adjustments will only be allowed for the previous twelve months.

### **Annual Leave Uses**

In addition to encouraging employees to take annual leave to renew their physical and mental capabilities, annual leave may also be used for personal reasons, for personal illness or illnesses in the employee's immediate family in lieu of sick leave, or as donations to an employee who is an approved voluntary leave recipient.

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

Annual leave must be exhausted before an employee goes on leave without pay.

### **Scheduling Annual Leave**

Annual leave shall be taken only upon authorization of the employee's supervisor. When practical, employees should request annual leave five (5) days in advance of their first day of leave. Supervisors will approve leave for emergencies on a case-by-case basis. A supervisor may deny an employee's request to use annual leave if the leave would negatively impact the efficient operation of the College. Annual leave must be taken in quarter-hour increments.

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.

If the College is closed all day due to inclement weather or some other emergency and the employee has scheduled annual leave time off in advance, the employee will not be charged annual leave for that day. If the College closes for a partial day and the employee has already scheduled that day off in advance, the employee will be charged annual leave for the time the College is open, not a full day.

### **Advance Leave**

Annual leave may be advanced up to the lesser of: (1) the maximum amount an employee can earn during the current fiscal year or (2) the difference between the amount of accumulated leave carried forward by an employee and the maximum amount the employee can earn during the current fiscal year.

Vice presidents may advance annual leave to full-time contracted employees with less than six months service provided the amount of leave being advanced can be earned back prior to June 30<sup>th</sup> in the fiscal

year the leave was granted. Following six months of continuous full-time contracted service, an employee may be advanced the amount of leave he/she can earn during the remainder of the current fiscal year.

An employee desiring an advancement of annual leave must submit a request in writing, outlining the circumstances, which require the use of unearned leave, to the appropriate vice president. Each request will be assessed by the vice president based on the urgency of the request and the College's business needs.

An employee who has received an annual leave advancement, that leaves the College for any reason will have the annual leave used in excess of what the employee actually earned, deducted from his/her final paycheck. As consideration for providing advanced annual leave, employees voluntarily agree to such deductions from their final paycheck.

### **Maximum Accumulation**

Full-time and part-time regular, non-instructional employees may accumulate annual leave without any applicable maximum until the end of each fiscal year, June 30.

On July 1, all full-time employees with more than 30 days or 240 hours of unused annual leave will have the excess accumulation transferred to sick leave. This ensures no more than 240 hours of annual leave are carried forward to the next fiscal year.

On July 1, part-time regular, non-instructional employees with accumulated annual leave exceeding a prorated amount of that earned by full-time employees will have the excess amount transferred to sick leave. This ensures that no more than the applicable prorated hours are carried forward to the next fiscal year.

Annual leave in excess of the applicable maximums can only be converted to sick leave at the close of the fiscal year. The only exception is for an employee retiring from service. In this case, a retiree may convert the applicable maximum excess annual leave to sick leave at the time of retirement.

### **Bonus Leave**

From time to time, the General Assembly of North Carolina authorizes bonus leave for state employees. The College grants bonus leave for full-time employees according to guidelines from the General Assembly. Leave granted for part-time regular employees is earned on a prorated basis. Bonus leave cannot be advanced.

Bonus leave is available to be used for any purpose for which regular annual leave is used and will be charged in increments of a quarter-hour. Bonus leave is taken only upon authorization of the employee's supervisor and must be exhausted before an employee goes on leave without pay. Bonus leave is available to be donated under the Voluntary Shared Leave procedure.

Unused bonus leave, earned in previous employment with any approved agency is not eligible for transfer to an employee's leave account upon employment with the College.

Bonus leave records will be accounted for separately from regularly earned annual leave. Bonus leave will remain available until used, and is not subject to conversion to sick leave. At the time of separation, bonus leave will be paid out without regard to the balance of annual leave.

### **Special Annual Bonus Leave**

Occasionally, the General Assembly of North Carolina authorizes a one-time special annual bonus leave. The implementation, accountability, and management of special annual bonus leave will be conducted in accordance with approved legislation as designated by the General Assembly.

### **Leave Transferability**

Upon request, a new employee's unused annual and bonus leave balances may be transferred from an approved North Carolina governmental agency to Craven Community College. The request must be approved by the Vice President for Administration and will be subject to the policies and procedures established for college employees.

### **Separation-Payment for Annual Leave**

Lump sum payment for accrued but unused annual leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed 240 hours (pro-rated for part-time regular employees) when separated from the College. Retirement deductions shall be made from all annual leave payments.

An employee is not entitled to any scheduled holiday occurring after the last day of work, except when the last day of the month is a holiday and the employee is in pay status through the last available workday. The last day of work is the date of separation.

Employees separating from the College due to retirement may elect to exhaust annual leave after the last day of work but prior to the effective day of retirement. If annual leave is exhausted, the last day of leave is the date of separation.

An employee who resigns from a non-instructional position to accept employment with the College in an instructional position shall be paid a lump sum for accumulated annual leave, not to exceed a maximum of 240 hours with any remaining annual leave being converted to sick leave.

In the case of a deceased employee, payment for unpaid salary and accrued but unused annual leave will 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 will be made to the Clerk of Superior Court of the county of the deceased employee's residence.

### **Leave Records**

It is the responsibility of the College to maintain annual leave records for each employee. Leave records will be balanced at the end of each fiscal year at a minimum. The College will provide each employee with an annual leave balance record reflecting availability and use of the leave, on a monthly basis.

The College will retain annual leave records for all separated employees for a period of at least five (5) years from the date of separation.

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