

PERSONAL OBSERVANCE LEAVE

Legal Authority: NCGS 143A-4, 143B-4 (EO 262, 6/6/2022); NCGS 126-4; 1C SBCCC 200.94(a)(20)

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Previous Editions: none

PERSONAL OBSERVANCE LEAVE

The College employs a robust and diverse workforce, reflecting the multiple cultural and religious communities within our region. The College provides up to eight hours of fully paid leave to eligible employees for a day of observance to utilize on a day of personal significance, including days of cultural or religious importance.

Eligibility for Personal Observance Leave

Full-time regular administrator, faculty, and staff employees are eligible for one day (up to eight hours) per calendar year.

Part-time (≥ 20 hours per week) regular administrator and staff employees are eligible for one day per calendar year, with the number of hours available being pro-rated based on the number of scheduled hours worked versus full time.

Temporary employees and adjunct faculty/instructors are not eligible for Personal Observance Leave.

Use of Personal Observance Leave

Personal Observance Leave must be used in a single day of scheduled work. Employees may use Personal Observance Leave for any day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee’s own religious or cultural background.

Personal Observance Leave may be taken by an employee only upon authorization by the employee’s immediate supervisor. The College, to the greatest extent possible, will allow employees to use the leave at the time requested. However, the supervisor or other manager may require that the Personal Observance Leave be taken at a time other than the one requested, based on the needs of the College.

Supervisors should not require a justification from the employee to utilize the Personal Observance Leave.

Employees may use Personal Observance Leave in conjunction with other types of authorized leave with the exception of sick leave.

Faculty must use Personal Observance Leave on a non-teaching day, such as a faculty workday or other day when not scheduled to teach classes.

Initial and Annual Crediting of Personal Observance Leave

All current employees will be initially credited with Personal Observance Leave on August 19, 2022, based on their employment classification on that date. Subsequent changes in status to or from full-time/part-time status will not affect the amount of leave credited. Leave must be used on or before December 31, 2022. Unused leave is not carried forward and is forfeited.

On January 1 of each year, all current employees will be credited with Personal Observance Leave based on their employment classification as that date. Subsequent changes in status to or from full-time/part-time status during the calendar year will not affect the amount of leave credited. Leave must be used on or before December 31 of that calendar year. Unused leave is not carried forward and is forfeited.

New employees will be initially credited with Personal Observance Leave on their first day of employment based on their employment classification. This initial leave must be used on or before December 31 of that calendar year. Unused leave is not carried forward and is forfeited.

Employees transferring from other institutions that award Personal Observance Leave and those employees previously separated from the College will be credited with Personal Observance Leave on their first day of employment based on their employment classification, provided they have not previously used Personal Observance Leave during the current calendar year. Leave must be used on or before December 31 of that calendar year. Unused leave is not carried forward and is forfeited.

Employees transferring from the College to another eligible institution may transfer Personal Observance Leave, subject to the receiving institution's Policies and limitations, which may preclude such transfer.

Additional Limitations on Personal Observance Leave

Personal Observance Leave has no cash value and cannot be converted into retirement credit. Employees shall not be paid for unused Personal Observance Leave at separation. This leave shall not be payable upon the death of an employee during College service.

Personal Observance Leave cannot be applied to existing negative leave balances and cannot be donated under the Voluntary Shared Leave Policy.

Personal Observance Leave may not be used for the same purposes as sick leave.