

POLICIES OF THE
BOARD OF TRUSTEES

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- (1) Amount Earned
 - (1.1) Full-time employees except full-time faculty (other than Basic Skills faculty, Department Chairs, and the Alternative Learning Center Chairperson) who are working or on paid leave for one-half or more of regularly scheduled workdays in any month of their contract period earn vacation leave. The rate is based on the length of aggregate state service.
 - (1.2) Vacation leave for eligible employees shall be computed at the following rates.

<u>Years of Aggregate State Service</u>	<u>Days Earned in One Year</u>
Less than 2 years	12
2 but less than 5 years	15
5 but less than 10 years	18
10 but less than 15 years	21
15 but less than 20 years	24
20 years or more	27

- (1.3) Vacation days for full-time faculty (other than Basic Skills faculty, Department Chairs, and the Alternative Learning Center Chairperson) are designated on the Instructional Calendar. This calendar also will include designated faculty workdays and other required activities and workdays, such as faculty meetings, professional development workshops, registrations, reading days, days grades are due, and graduation. The subsequent numbers of the policy do not apply to full-time faculty as defined above with the exception of 9.1 and 9.6.
- (1.4) Employees will not be required to take vacation leave when the College is officially closed.
- (2) Maximum Accumulation

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Revised: 09-29-81; 04-27-82; 07-27-82; 01-25-83; 04-25-85; 02-03-87; 08-07-90, 02-08-93; 05-27-97; 06-24-97
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- (2.1) Vacation leave may be accumulated during the January 1 through December 31 calendar year. However, no more than 30 days may be carried over from one calendar year to another.
- (3) Aggregate State Service
 - (3.1) Aggregate state service shall include on a month-for-month basis, all full-time or part-time (half-time or over) employment of an employee with a permanent, trainee, probationary, or time-limited appointment whether subject to or exempt from the State Personnel Act.
 - (3.2) Credit shall also be given for:
 - (3.2.1) Employment with other governmental units which are not state agencies (for example: county highway maintenance forces, War Manpower Commission, the Judicial System).
 - (3.2.2) Authorized Military Leave
 - (3.2.3) Employment with the county 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.
 - (3.2.4) Employment with a local mental health, public health, social services, or civil defense agency in North Carolina.
- (4) When employees are exhausting vacation leave, they continue to earn leave, are eligible to take sick leave, are entitled to holidays, and are eligible for salary increments during that period.
- (5) Scheduling Vacation Leave

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- (5.1) Vacation leave shall be taken only upon authorization of the appointing authority who shall designate such times when it will least interfere with the efficient operation of the agency.
- (5.2) Vacation leave must be taken in units of whole hours.
- (5.3) The President may advance vacation leave not to exceed the amount an employee can earn during the current calendar year.
- (6) Leave Charges
 - (6.1) Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays, Sundays, and/or holidays are charged if they are scheduled workdays.
- (7) Other Uses of Vacation Leave
 - (7.1) Vacation leave may be used for medical appointments.
 - (7.2) Vacation leave may be used in lieu of sick leave.
- (8) Effect of Vacation Leave on Increments
 - (8.1) Vacation leave with pay will have no effect on the increment anniversary date.
- (9) Separation--Payment of Vacation Leave
 - (9.1) Lump sum payment for vacation leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated vacation leave not to exceed a maximum of 30 days when separated from state service due to resignation, dismissal, reduction in force, death, or service retirement. If the last day of terminal leave falls on the last workday in that month, payment shall be made for the remaining non-workdays in that month. Employees retiring on disability retirement may exhaust vacation leave rather than be paid in a lump sum.

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- (9.2) Should employees be separated before they have earned all of the vacation leave taken, it will be necessary to make deductions from their final salary check for overdrawn leave on a calendar-day basis.
- (9.3) Payment for vacation leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of vacation leave and the amount of payment (vacation leave shall be in units of whole hours; any amount less than one whole hour is not reimbursable). This will be charged to the budget subhead under which the employee's position was charged. A separate check must be issued for any travel due.
- (9.4) Retirement deduction shall be made from all terminal leave payments.
- (9.5) Receipt of lump sum payment and retirement benefits shall not be considered as dual compensation.
- (9.6) In the case of a deceased employee, payment for unpaid salary, terminal leave, and travel must be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. Payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence (note General Statutes 26-68).
- (9.7) Termination of Benefits: During the period of terminal leave employees will not be charged leave for any increments and cease to be entitled to take sick leave. They will not be charged leave for any holidays occurring during that period. The last day of work is the date of separation, except when an employee exhausts sick and vacation leave before disability retirement, the date separated will be the ending date of vacation leave. In the latter case, employees continue to earn benefits during the period of exhausting leave.
- (10) Leave Records

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(10.1) It is the responsibility of the College to maintain annual records for annual vacation leave earned and taken for each employee. It shall be optional as to when and how often the crediting and balancing of an employee's leave record is to be done. However, it must be done at least once by the end of each calendar year. In cases where an employee has accumulated near the maximum allowable, it is suggested that leave be credited monthly in order to insure that the maximum accumulation is not exceeded. The College should assume responsibility for notifying employees of leave balances at least once each year.

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