

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES PERSONAL OBSERVANCE LEAVE	Policy 3.2.20
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Haywood Community College Board of Trustees chose to voluntarily adopt NC Executive Order No. 262 (the “Executive Order”) which provides up to eight hours of fully paid leave to eligible employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation. The Executive Order applies to Cabinet Agencies and any other state agencies that voluntarily adopt the Executive Order’s measures.

Haywood Community College supports a work environment that fosters respect and values all people regardless of their race, color, religion, sex (including pregnancy), national origin, age, genetic information, disability, sexual orientation, gender identity and expression, or veteran or National Guard status. The College seeks opportunities to promote diversity and inclusion at all occupational levels of State government’s workforce through Equal Employment Opportunity (“EEO”) initiatives.

Haywood Community College strives to be an employer of choice, including recruiting and retaining a diverse workforce and creating an inclusive environment. The College employs a robust and diverse workforce, reflecting the multiple cultural and religious communities of our State. Because of the diversity of college employees, there are many different days of cultural or religious significance in our workforce. Moreover, some employees may have days of personal significance that are their own, outside of any cultural or religious tradition. The College seeks to ensure that employees have an opportunity to observe these days of personal, cultural, or religious importance.

A procedure accompanies this policy which establishes further details to implement the Personal Observance Leave. This Policy may be amended in the future.

Adopted: 06/07/2022