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| HAYWOOD COMMUNITY COLLEGE | BENEFITS AND LEAVE ANNUAL LEAVE | Policy 3.2.6 |
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I. Amount Earned

Each full-time employee who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. Employees shall earn annual leave at the following rate:

| Years of Total State Service* | Hours Earned Each Month | Hours Earned Each Year (12 month employees) |
|--|--------------------------------|--|
| Less than 5 years | 9.33 hours | 112 |
| 5 but less than 10 years | 11.33 hours | 136 |
| 10 but less than 15 years | 13.33 hours | 160 |
| 15 but less than 20 years | 15.33 hours | 184 |
| 20 years or more | 17.33 hours | 208 |

**Total State Service is earned while an active employee contributes to one or more of the NC Retirement Systems; Teachers' and State Employees' Retirement System, Local Governmental Employees' Retirement System, Consolidated Judicial Retirement System, Legislative Retirement System.*

Exceptions to years of total service must be approved by the President.

II. Maximum Accumulation

Annual leave may be accumulated without any applicable maximum until **June 30th** of each **fiscal** year. On **June 30th** of each **fiscal** year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

III. Advancement

- A. Annual leave may be advanced by the President in an amount not to exceed what an employee can earn during the remainder of the fiscal year.

- B. For the first six (6) months of service, new employees can only earn annual leave as stipulated in Section I. Thereafter, an employee may be advanced the amount of leave s/he would earn during the remainder of the fiscal year.
- C. An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-earned annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

IV. Accepted Uses

The primary purpose of annual leave is to allow and encourage employees to renew their physical and mental capabilities and to remain a fully productive employee.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

V. Other Procedures

A. Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave may 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.

Except in unusual circumstances or otherwise allowed by State law or policy, or College policy, Curriculum Employees cannot use annual leave on days in which the employee is scheduled to teach. The college President, or designee, to determine the final approval.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of two-hundred forty (240) hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check in the amount overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay check.
3. Payment for annual leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of leave and the amount of payment. Annual leave will payout according to the remaining balance.
4. Retirement deductions shall be made from all annual leave payouts.
5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave

1. Unused annual leave accrued at the College may be transferred when an employee accepts employment with another State agency, if agency is willing to accept such annual/vacation leave.
2. For newly hired employees, the College will accept a maximum of 40 hours of annual/vacation leave from North Carolina State governmental agencies covered by the North Carolina Teachers' and State Employees' Retirement Plan or local government upon receiving a verified statement of unused annual/vacation leave from the previous employing agency. Up to 40 hours of annual/vacation leave may be accepted from other NC government agencies at the discretion of the College.

D. Annual Leave Records

The College shall maintain records for annual leave earned and taken for each employee. The College shall notify employees of their total annual leave balance at the end of each month. The College shall retain all annual leave records of all separated employees for a period of at least five years from the date of separation.

It is the employee's responsibility to report any discrepancy or problem with their leave balance to Human Resources.

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