

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES PERSONAL OBSERVANCE LEAVE	Procedure 3.2.20.1
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The College is pleased to offer Personal Observance Leave to full-time employees. This leave is intended to support employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation.

This Procedure document supports Policy 3.2.20 **Personal Observance Leave**.

A. Eligible Employees

Full-time permanent or probationary employees of Haywood Community College are eligible to receive eight (8) hours of paid leave each fiscal year under this policy. A full-time employee is any individual who occupies a College designated full-time position working 40 hours per week. To be eligible for Personal Observance Leave, an employee must be in a leave accruing status.

Please refer to Procedure 3.1.2.1 and 3.1.3.2 for further definitions of employment.

B. Administration of Leave

Leave will be available for use beginning June 13, 2022.

The eight hours of leave will reset and be credited to employees at the beginning of each fiscal year.

C. Use of Leave

When the Leave Can Be Used

Personal Observance Leave may be used for any single 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.

The total amount of Personal Observance Leave awarded to an employee must be utilized in one work shift (all 8 hours used at once; hourly increments of use not available).

Employees may use Personal Observance Leave prior to exhausting any accumulated compensatory time (comp time).

Employees may use their allotment of Personal Observance Leave beginning June 13, 2022.

Arranging to Take the Day of Leave

Employees should request Personal Observance Leave at least two weeks before the leave is needed unless such notice is impractical. Regardless of the employee's religious or cultural background, any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under the Executive Order and this Policy. The College will not question whether an employee's identification of a particular day for Personal Observance Leave is sincere and legitimate.

The College will, to the greatest extent possible, 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 are encouraged to accommodate employees who may want to recognize the same day for Personal Observance Leave. However, when necessary to avoid impact to college services, supervisors may ask employees to take their leave on different days.

D. How Personal Observance Leave is Credited during Hire and Transfer

The following business processes apply for existing employees, new hires, and reinstatements:

- At the time this Policy goes into effect, eligible employees at the College will be credited with leave.
- Newly hired employees shall be credited with leave immediately upon their employment with the College.
- Separated employees that are re-employed within the same fiscal year will receive the same amount of leave as a newly hired employee unless they previously utilized the leave within the same fiscal year.

E. Other Limitations

- If an employee transfers from another College or agency that might have adopted a similar leave provision, any balance would not be transferred to Haywood Community College. Similarly, leave would not be transferred from Haywood Community College to another agency that might have adopted a similar leave provision.
- Personal Observance Leave not taken by the end of the fiscal year is forfeited; it shall not be carried into the next fiscal year.
- 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 death of an employee during state service.

- Personal Observance Leave shall not be applied to existing negative leave balances.
- This leave shall not be donated under the Voluntary Shared Leave policy.
- This leave may not be used for the same purposes as sick leave.

F. Definitions - Following are definitions of terms used in this policy:

Terms	Definition
Executive Order	NC Executive Order No. 262
Personal Observance Leave	Leave provided under the terms of this Policy.

Adopted: 06/08/2022