

**2-11 Annual Leave**

Each full-time regular non-faculty employee who is working or is taking paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave. The rate is based on the length of aggregate service and the hours scheduled to work each week.

**Amount Earned**

Annual leave for employees shall be computed at the following rates:

<b>Years of Total State Service</b>	<b>Hours Earned Each Month</b>	<b>Hours per Year</b>	<b>Days per Year</b>
Less than 5 years	9 hrs, 20 min.	112	14
5 but less than 10 years	11 hrs, 20 min.	136	17
10 but less than 15 years	13 hrs 20 min.	160	20
15 but less than 20 years	15 hrs, 20 min.	184	23
20 years or more	17 hrs, 20 min.	208	26

**Maximum Accumulation of Annual Leave**

Leave may be accumulated without any applicable maximum until June 30 of each fiscal year; however, if the employee separates from service, payment for accumulated leave shall not exceed 240 hours. On June 30; any employee with more than 240 hours of accumulated leave shall have the excess accumulation converted to sick leave so that only 240 hours are carried forward to July 1 of the next fiscal year.

**Aggregate Service**

Aggregate service shall include on a month-for-month basis, all permanent employment with the state, whether such service was exempt from or subject to the State Personnel Act. Credit shall also be given for the following:

1. Employment with other government units which are now state agencies (for example: county highway maintenance forces, the War Manpower Commission, and the judicial system);
2. Authorized military leave;.
3. Employment with the agricultural extension service; institutions in the community college system; or the public schools of North Carolina, with the provision that a school year is equivalent to one full year; and

4. Employment with a local mental health, public health, social services or civil defense agency in North Carolina; county government; or an instrumentality of local government.

An employee who transfers from an agency listed above to College of The Albemarle may transfer up to 40 hours of Annual Leave to the College at the discretion of the President. The exact number of days accepted for transfer is subject to review of the transferring institution's accrual rate and leave regulations.

#### **Advancement of Annual Leave**

The President may advance annual leave not to exceed the amount an employee can earn during the current fiscal year or the difference between the amount of accumulated leave carried forward and the maximum allowable.

New employees may be granted leave only as it is earned through the first six (6) months of service. After six (6) months, an employee may be advanced that amount of leave he or she would earn during the remainder of the fiscal year.

#### **Scheduling Annual Leave**

Annual leave will be taken only upon authorization of the applicable Division Chair or higher, who shall designate such time or times when such leave will least interfere with the efficient operation of the institution.

Annual leave must be taken in thirty (30) minute increments.

#### **Annual Leave Charges**

Only scheduled work hours will be charged in calculating the amount of leave taken. Saturdays, Sundays, and/or holidays are charged only if they are scheduled workdays.

#### **Other Uses of Annual Leave**

Annual leave may be used for medical appointments, for family and medical leave, and for absences as a result of adverse weather conditions.

#### **Separation-Payment of Annual Leave**

Lump sum payment for unused annual leave is made only at the time of an employee's separation from the college. An employee shall be paid in lump sum for accumulated leave not to exceed a maximum of 240 hours when they are

separated from the college due to resignation, dismissal, reduction in force, death, service retirement, or leave without pay for military purposes.

An employee shall be paid in lump sum for all earned bonus leave hours.

Employees in a pay status for more than half the month will earn associated benefits even if in the separation month. Employee's using annual leave to the date of separation will not be eligible to use sick leave in conjunction with that annual leave. Employees retiring on disability retirement may exhaust annual leave rather than being paid in a lump sum.

Should an employee be separated from the college before earning all of the annual leave taken, it will be necessary to make deductions from the employee's final salary check for overdrawn leave on a calendar day basis.

Retirement deductions shall be made from any leave balances paid upon separation.

Receipt of lump sum leave payment and retirement benefits is not considered dual compensation.

In the case of a deceased employee, payment for unpaid salary, annual leave, and travel will be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment will be made to the Clerk of Superior Court of the county of the deceased employee's residence.

### **Termination of Benefits**

The last day of work is the date of separation, except when an employee elects to use annual leave to separation.

### **Annual Leave Records**

The college maintains an annual leave record for affected employees and will furnish a statement monthly as part of the earnings and leave statement showing leave accrued, leave taken, and balance.