



College of The Albemarle Policy

Policy Number: 02-42

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Title: PERSONAL OBSERVANCE LEAVE

Related Policy and Procedures:

Division of Responsibility: Human Resources

College of The Albemarle 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.

College of The Albemarle 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.

The College welcomes opportunities to promote diversity and inclusion at all occupational levels of its workforce through Equal Employment Opportunity "EEO" initiatives.

Therefore, all full-time employees will be granted eight hours of paid leave for a day of observance to utilize as a day of significance, including days of cultural, religious or personal observation per fiscal year. College of The Albemarle 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.

August, 2022

Date Approved by Board of Trustees

August, 2022

Date of Last Review

August, 2022

Date of Last Revision