

**State Human Resources Commission
Report/Policy Summary
September 24, 2026**

Title of Policy/Report/Rule: Employee Leave Options Policy (replacing 17 separate leave policies, see list in Table 1)

Purpose of the Policy: The changes to the Employee Leave Options Policy: (1) update the policies to align with the Public Workforce Modernization Act and (2) combine most employee leave options (see list in Table 1) into one policy to increase transparency and ease of use for state employees and agencies.

The new policy details the majority of the leave types available to most state employees. The leave options are grouped into three categories:

- (1) **Leave that Accumulates as a Balance**, including vacation, sick, and compensatory leave; and
- (2) **Leave that is Granted as a Set Amount**, including leave granted on an annual schedule (holidays, community service leave, and personal observance leave) and leave granted when a qualifying event occurs (bereavement leave, paid parental leave, civil leave, incentive leave, educational leave, and other management approved leave); and
- (3) **Leave without Pay**.

Table 1: Existing Leave Policies Recommended to Repeal and Replace

Policies to be repealed and combined	
Leave that Accumulates as a Balance	
1	Vacation Leave Policy
2	Sick Leave Policy
3	Compensatory Time Policy
Leave Granted in a Set Amount	
<i>Leave Granted on an Annual Schedule</i>	
4	Holidays Policy
5	Community Service Leave Policy
6	Community Service Leave - Literacy, Tutoring, Mentoring
7	Personal Observance Leave Policy
<i>Leave Granted upon a Qualifying Event</i>	
8	Bereavement Leave Policy
9	Paid Parental Leave Policy
10	Civil Leave and Job-Related Proceedings Policy
11	Incentive Leave Policy
12	Educational Leave Policy
13	Transfer Leave Policy
14	Other Management Approved Leave Policy (OMAL)
Leave Without Pay	
15	Leave Without Pay Policy
General Leave Provisions	
16	General Leave Policies - Leave Offsetting
17	Bonus Leave Administration Policy

Period Covered (if applicable): The changes become effective when recommended by the State Human Resources Commission and approved by the Governor but not sooner than October 1, 2026.

Summary of Proposed Policy/Report/Rule and Revision(s):

- Combines the leave policies listed in Table 1 into one policy. Except where otherwise noted in this summary, the amount of leave provided and circumstances around the use of leave did not change.
- Makes conforming changes (changes to appointment type, eligibility, etc.) as required by S.L. 2026-40.
- **Paid Parental Leave:**
 - Expands paid parental leave to 12 weeks for both the birth parent and non-birth parent as required by S.L. 2026-40.
- **Vacation Leave:**
 - Increases the minimum leave for state employees, that earned by employees with 0 to up to 5 years of state service, to 120 hours per year as required by S.L. 2026-40.
 - Requires agencies to advance new hires 40 of the 120 hours that they earn in their first year of service so that that leave is available immediately upon hire.
 - Creates a new service category of 25+ years of service and increases leave for all categories of state service by 8 hours as shown below:

Years of Total State Service	Current	Future
< 5 years	9 h 20 m (14 days)	10 h (15 days)
5 but < 10 years	11 h 20 m (17 days)	12 h (18 days)
10 but < 15 years	13 h 20 m (20 days)	14 h (21 days)
15 but < 20 years	15 h 20 m (23 days)	16 h (24 days)
20 but < 25 years	17 h 20 m (26 days)	18 h (27 days)
25+ years (new)		20 h (30 days)

- **Bereavement Leave:**
 - Expands Bereavement Leave to all Executive Branch agencies pursuant to S.L. 2026-40.
 - Expands the definition of Immediate Family member to include domestic partners and individuals with a relationship equivalent to that of a family member
 - Broadens the definition of Colleague to include any employee with whom the eligible employee has worked, regardless of agency and recency
- **Sick Leave:** Adds closure of a school or dependent care facility as an allowable use of sick leave
- **Holidays:** Clarifies that the state may have up to 13 holidays, if needed.
- **Community Service Leave (CSL):** Merges the policies for the three current types of CSL to clarify differences and allowable uses.
- **Civil Leave:** Clarified that job-related civil proceedings should be entered as time worked.
- **Educational Leave:**
 - Replaces the limit on the use of educational leave, which was up to the time required to take a 5-credit-hour course per academic semester, with agency flexibility to determine

the amount of leave needed for the approved course(s). This is in alignment with changes to the new Employee Learning and Development Policy.

- Eliminates Extended Educational Leave, which is not a separate leave code and was written in a manner that could not be used. It was exceptions to the former leave limit.
- **Miscellaneous:**
 - Adds authority to provide up to 3 days of leave to recognize an employee for receipt of a Governor's Award for Excellence.
 - Excludes the Bonus Leave Administration Policy, which was OSC time entry guidance, not policy.
 - Uses plain language

Commission Action Requested: Motion to repeal the 17 policies listed in Table 1 and adopt the new Employee Leave Options as presented, effective October 1, 2026.

Authority:

Leave Type	Relevant Statute
Civil Leave Compensatory Time Educational Leave Incentive Leave Leave Without Pay Personal Observance Leave Sick Leave Transfer Leave Vacation Leave	126A-7-10(a)(1)
Bereavement	126A-7-
Community Service Leave	126A-7-10(a)(1); 126A-7-10(a)(5)
Holidays	126A-7-10(a)(1); 126A-7-11
Other Management Approved Leave	126A-7-10(a)(1); 166A-30; 166A-31; 166A-32; 127A-116
Paid Parental Leave	126A-7-1; 126A-7-2; 126A-7-10(a)(1)

Relevant Administrative Code

Leave Type	Relevant Rule
Vacation Leave	25 NCAC 01E .0200
Sick Leave	25 NCAC 01E .0300
Compensatory Time	25 NCAC 01E .1000
Other Management Approved Leave	25 NCAC 01E .1009–.1011; 25 NCAC 01E .1607
Leave Without Pay	25 NCAC 01E .1100
Community Service Leave	25 NCAC 01E .1600

Leave Type	Relevant Rule
Paid Parental Leave	25 NCAC 01E .1901–.1910
Personal Observance Leave	25 NCAC 01E .0101; 25 NCAC 01L .0101

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