

1 25 NCAC 01C .0504 is proposed for adoption as follows:

2

3 **25 NCAC 01C .0504 LIMITATIONS**

4 (a) An employee who arrives later than scheduled, may be permitted to make up deficit by working that much longer at the
5 end of the workday if this is consistent with the work need of the agency. Otherwise, the tardiness shall be charged to the
6 appropriate leave category. Supervisors shall be responsible for taking appropriate action to correct any abuse or misuse of
7 this privilege which may include deductions from employee's pay.

8 (b) If an employee reports to work early he/she may, with the supervisor's permission, begin work at that time and leave at a
9 correspondingly early hour; otherwise, the employee shall wait in a designated area away from the work station.

10 (c) If an employee leaves work early without permission, the time shall be deducted from the employee's pay or may be
11 charged to the appropriate leave account if justified.

12 (d) An employee may not work later than scheduled unless the supervisor has approved it due to workload.

13

14 *History Note: Authority G.S. 126-4;*

15 *Eff. February 1, 1976;*

16 *Amended Eff. October 1, 1992; November 1, 1988; August 1, 1985; February 1, 1983.*