

SICK LEAVE SUMMARY OF REVISIONS

- 7-28-49 Policy established granting 3 days sick leave to employees when there is a death in the family.
- Also established that employees separated from State service through no fault of their own would retain accumulated sick leave if reemployed by the State within 1 year from the time of separation.
- 4-1-50 Adopted policy stating that full-time permanent employees must be in full pay status during the entire month in order to earn either full sick and annual leave credits for the month.
- 6-16-50 Full time permanent employees who are in pay status during one half or more of the scheduled working days in a month shall earn full sick and annual leave credits for the month.
- 11-29-51 Sick leave to be calculated based on two times the number of days scheduled to work each week.
- In cases of extended sick leave, both sick and annual leave must be exhausted before leave without pay is granted. In other cases where leave without pay is required, annual leave must be exhausted before leave without pay can begin.
- 9-18-53 Maternity leave policy adopted. Leave is without pay, sick leave may not be used and annual leave is paid in a lump sum before going on leave without pay.
- 1-1-70 Extended to part-time employees in permanent positions eligibility for sick and annual leave, holidays and salary increments which apply to full-time permanent employees – earn on a pro-rata basis.
- 12-17-70 Sick leave accrued shall be credited if reinstated within one year from date of separation, because of reduction in force, authorized leave without pay or while drawing workmen’s compensation. If employee is separated for other reasons and is reinstated within one year the employing agency may consider reinstatement of sick leave credits.

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SUMMARY OF REVISIONS, Continued

- 4-1-71 Approved transfer of annual and sick leave between state and local governments.
- 6-20-72 Sick leave may be used for actual period of temporary disability associated with childbearing. Annual leave must be exhausted before going on leave without pay for maternity purposes. If annual leave overlaps with temporary disability in which sick leave is used, annual leave is exhausted before and after.
- 4-1-73 Sick leave may be transferred from a State agency to a public school, community college or technical institute and in turn it may transfer sick leave to a State agency
- 7-1-73 Sick leave may be used for medical appointments - taken in one-hour units.
- 3-1-75 Sick leave shall be exhausted through the last full hour of unused leave. Overdrawn leave shall be deducted in full hour units, i.e., full hour for any part of an hour overdrawn.
- 1-1-76 Revises reinstatement of sick leave policy to provide that a State agency may consider reinstating sick leave credits for employees who separated from a subject local government position within one year prior to state employment.
- 5-1-79 Employees separated because of a reduction in force shall be credited with accrued sick leave if reinstated within one year, and may receive such credit up to three years following separation.
- 1-1-80 Adds employees of public schools, community colleges, and technical schools to present sick leave policy of reinstatement within three years from last workday.
- 1-1-83 Revised to make the following changes::
 Increase sick leave from 10 to 12 days.
 May use sick leave to care for members of immediate family.
 Delete the maximum of 3 days granted for death in immediate family.
 Possible for employees to charge vacation instead of sick leave for personal illness.

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SUMMARY OF REVISIONS, Continued

- 1-1-83 cont'd Mandatory to reinstate sick leave when an employee returns to State service after three years.
Immediate family limited to spouse, parents and children and other dependents living in the household.
- 8-1-85 Revised to allow sick leave to be charged in less than one-hour units.
- 2-1-88 Parental leave provisions moved to a separate policy.
- 8-1-88 Sick leave to be reinstated within 5 years instead of 3. Allow for exhausting sick leave during waiting period before short-term disability. Have choice to exhaust or retain remaining sick leave.
- 1-1-89 Pay status changed to half the workdays and holidays.
- 12-1-93 Changed to conform to the Family and Medical Leave. The revision deleted reference to options for using paid leave for this purpose and adds a sentence that states "Eligible employees shall be granted leave in accordance with the Medical and Family Leave Policy for a period of 12 workweeks." Additional leave without pay beyond the 12 workweeks is administered in accordance with the Other Leave Without Pay Policy (presently titled "Leave Without Pay).
- A provision added to conform to a revision to G.S. 126-8 which states that on December 31 of each year, any employee who has vacation leave in excess of the allowed accumulation shall have that leave converted to sick leave.
- 7-1-95 Revised to:
Include time-limited appointment for eligibility to earn leave.
Allow a member of the immediate family to use sick leave to care for the mother and newborn infant during the natural mother's period of temporary disability (to coincide with Family and Medical Leave Policy).
Changed definition of immediate family:
 Changed definition of parents and children to parallel the FMLA.
 Added sister or brother, and included step-, half- or in-law relationships.
 Added grandparents, great-grandparents, grandchildren and great-grandchildren.

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SICK LEAVE - SUMMARY OF REVISIONS

7-1-95 cont'd Changed the definition of immediate family in the case of death to be the same as for use of sick leave.
 Changed the deduction for overdrawn leave from a full hour unit to the unit nearest to a tenth of an hour.
 Changed the method for exhausting leave from a full hour unit to the nearest tenth of an hour.
 Allows an agency to require an employee to exhaust vacation leave in addition to sick leave prior to going on leave without pay.
 Changed the retention of leave records from four to five years.

EFFECTIVE DATE CHANGED TO JULY BY RULES REVIEW

12-1-95 Revised to allow sick leave up to 30 days for adoption purposes.

Revision 6
09-05-2000 Definition of Immediate Family corrected to omit "In-law" under the definition of Child.

Revision 8
11-01-2000 Clarified that daughter-in-law and son-in-law are part of the immediate family definition.

07-01-01 The General Assembly passed HB 1107 which removed the cap on sick leave creditable to retirement for members of the Teachers' and State Employees' Retirement System. Previously the maximum amount creditable could not exceed 12 days of credit for each year of membership service or fraction thereof.

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9-1-02 Revised to clarify that 30 days is the average period of disability for childbirth.

5-1-04 Clarify policy on transfer of leave from SPA to EPA and vice versa.

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- 1-1-07 (1) Changed Leave Records Section to clarify that leave records shall be balanced at least at the end of each calendar year.
(2) Added note to clarify that if leave records are kept electronically, the agency does not have to keep a paper copy.
- 10-1-07 Under the paragraph Leave Charges, deleted the sentence that leave to be exhausted before going on leave without pay shall be in units of one-tenth of an hour.
- 1-1-08 Advisory Note added for agencies using BEACON HR/Payroll System:
(1) If an employee has holiday compensatory time, overtime compensatory time, or on-call compensatory time, it shall be taken before sick leave.
(2) Hours worked in excess of the employee's established work schedule will be used to offset leave reported in the same overtime period. Leave will be restored to the employee's balance for later use.
- 10-1-08 Clarified exceptions/procedures when employee is exhausting sick leave.
- 7-1-09 Deletes Advisory Note and the leave hierarchy since this does not apply to Sick Leave.
- 9/7/17 Policy revised to delete all reference to trainee appointments, per appointments types and career status.