

## VACATION (ANNUAL) LEAVE SUMMARY OF REVISIONS

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1-1-49 Annual leave granted at 1 1/4 calendar days per month, cumulative to 30 days.

7-28-49 Established a policy stating that unused annual leave accrued be paid to the estate of the employees. (Rescinded at 10-27-49 meeting)

10-28-49 Established policy of granting only annual leave in cases of serious illness of immediate family.

Approved payment of accrued annual leave to employees dismissed for misconduct, for failing to report for work and for failure to give any advance notice of separation.

11-1-49 Approved policy of limiting petty leave to period of not more than 2 hours in any working day.

4-1-50 Employee may accumulate unused annual leave with no maximum, provided that no more than 30 days leave may be taken and/or paid for in any one calendar year.

Adopted policy stating that full-time permanent employees must be in full pay status during the entire month in order to earn either sick or annual leave.

6-16-50 Revised policy so that 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.

8-10-51 Unused annual leave accrued to employee to be paid to the estate of the employee upon death of the employee.

11-29-51 Annual leave to be calculated based on three times the number of days an employee is scheduled to work each week.

In case of death, employee's estate shall be paid for accumulated and currently earned annual leave not to exceed the maximum of 45 days.

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12-1-51 Annual leave can be accumulated to a maximum of 45 days, but cannot take more than 30 in any calendar year. Employee resigns, is dismissed, dies, or goes on

## VACATION (ANNUAL) LEAVE - SUMMARY OF REVISIONS, Continued

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military leave without pay, the employee or estate shall be paid for all accumulated and currently earned annual leave up to a maximum of 45 days.

3-13-52 Rescinded previous policy whereby an employee could accrue annual leave during period of terminal leave.

9-18-53 New policy on maternity leave required annual leave to be paid in a lump sum before employee goes on leave without pay.

10-1-53 Adopted policy for terminal leave which states that employees cease to earn leave, be entitled to holidays and cease to be eligible for salary increments or promotional increases.

1-1-54 Reduced maximum accumulation of annual leave from 45 to 30 days. When annual leave accumulated to maximum of 30 days, additional leave cannot be earned or have additional leave advanced until some of the 30 days have been taken.

1-24-55 Employee granted leave-without-pay may not take or be paid for more than 30 days annual leave in any calendar year. Any amount in excess of 30 days to the employee's credit would not be available to the employee if and when he returned to State employment.

1-28-55 Leave charges covering absences during unusual situation (weather).

5-1-59 Employee shall be paid for or allowed to exhaust only that accumulated annual leave which is payable in the calendar year in which they separate from service.

4-15-60 Employees cannot take or be paid for more than 30 days annual leave in any consecutive twelve months period.

12-1-60 An employee may take earned and unused leave regardless of the amount taken previously during the calendar year. An employee, upon separation, shall be paid for all earned and unused annual leave regardless of the amount already taken but for not more than 30 days.

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12-15-69 When going on leave without pay for educational purposes, annual leave may be exhausted, paid in a lump sum or retained for future use.

**VACATION (ANNUAL) LEAVE - SUMMARY OF REVISIONS, Continued**

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 – earned on a pro-rata basis.

7-1-70 An employee may exhaust annual leave rather than be paid in a lump sum when retiring due to disability.

4-1-71 Unused annual leave shall be transferred when an employee transfers between State agencies. Annual leave may be transferred to local county mental health, public health, social services or civil defense agency, if county willing to accept. Otherwise pay in a lump sum.

When to State, annual leave (not to exceed 30 days) or any portion of unused leave may be transferred to the State.

If person request and is paid for annual leave at the time of transfer to or from – will not preclude consideration for transferring sick leave.

10-1-71 Revised to allow annual leave for absences as a result of adverse weather conditions.

6-20-72 Revised – annual leave to be exhausted rather than paid in a lump sum before an employee goes on leave without pay for maternity purposes. If annual leave overlaps with temporary disability in which sick leave is used, exhaust annual leave before and after.

7-1-73 Adopted graduated annual leave plan. Also allowed annual leave to be taken in one-hour units. Used same definition for aggregate service as in the longevity policy.

|                   |                     |                     |
|-------------------|---------------------|---------------------|
|                   | Less than 2 yrs -   | 80 hours per year   |
| 2 but less than 5 | 96 hours            | 5 but less          |
| than 10           | 120 hours           | 10 but less than 15 |
| 144 hours         |                     |                     |
|                   | 15 but less than 20 | 168hours            |
|                   | 10 or more          | 192 hours           |

8-3-73 Aggregate service to include permanent part-time employment.

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12-13-74 Aggregate service amended to include County Agricultural Extension

**VACATION (ANNUAL) LEAVE - SUMMARY OF REVISIONS, Continued**

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Service.

3-1-75 Revised payment of annual leave - annual leave to be paid or that annual and sick leave be exhausted through the last full hour of unused leave. Overdrawn leave would be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn.

1-1-76 Revised leave charges to provide that petty leave may be taken in units of 5 minutes and that it may be used in combination with sick or annual leave.

1-1-78 Maximum annual leave accumulation - annual leave may be accumulated without any applicable maximum until December 31 of each calendar year. On December 31 any accumulated over 240 hours shall be canceled.

3-1-78 Added provision for choosing options during leave without pay.

Annual leave may be used to account for the hours that no work is performed when the time is changed from Eastern Standard Time to Day Light Savings Time.

10-1-82 Aggregate service amended to include former employment in the General Assembly.

12-1-82 Aggregate service credit - clarified that permanent part-time employees are credited with aggregate service on a pro rata basis.

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## VACATION (ANNUAL) LEAVE - SUMMARY OF REVISIONS, Continued

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12-1-93 Revised to conform to the 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.

Included time-limited appointment for eligibility to earn leave.

7-1-95 Changed the deduction for overdrawn leave from a full hour unit to the unit nearest to a tenth of an hour.

Changed the method of paying terminal leave from a full hour unit to the nearest tenth of an hour.

Changed the retention of leave records from four to five years.

EFFECTIVE DATE CHANGED TO JULY BY RULES REVIEW

01-01-02 Revised to include an omission: Add Workers' Comp Leave under creditable total state service.

9-30-02 Revised to include Bonus Leave Guidelines

2-21-03 Deleted provision that provided that vacation leave, except for immediate family, could only be shared within the parent agency

7-1-03 Revised to incorporate 2003 bonus leave

5-1-04

- 1) Clarify policy on transfer of leave from SPA to EPA and vice versa.
- 2) Add Advisory Note regarding the use of vacation leave for ethnic/cultural events.
- 3) Add paragraph to Bonus Leave to clarify that employees on workers' compensation leave and leave for reserve active duty shall be paid for the bonus leave if they do not return.

9-1-05 Revised to include bonus leave provisions eff 9-1-05.

9-1-05 Corrected Bonus Leave Chart to indicate the employees who were not eligible for the 2002 bonus.

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- 1-1-07 (1) Added Advisory Note under "Advancement" to clarify that if more leave is taken than can be credited during the calendar year, the balance above the amount that can be advanced shall be deducted in the next paycheck.
- (2) Changed Leave Records Section to clarify that leave records shall be balanced at least at the end of each calendar year.
- (3) Added note to clarify that if leave records are kept electronically, the agency does not have to keep a paper copy.

10-1-07 1) Under the paragraph Scheduling Leave, added an Advisory Note stating that for agencies using BEACON HR/Payroll System:

- If an employee has holiday compensatory time, overtime compensatory time or on-call compensatory time it shall be taken before vacation leave.
- Hours worked in excess of the employee's established work schedule will be used to offset leave reported in the same workweek. Leave will be restored to the employee's balance for later use.

2) Under the paragraphs Leave Charges, Overdrawn Leave and Pay rolling Leave, deleted the sentence that stated that leave to be paid as terminal leave or to be exhausted shall be in units of one-tenth of an hour.

3) Under the paragraph Scheduling Bonus Leave, added Advisory Note stating that in the BEACON HR/Payroll System, bonus leave shall be used after holiday compensatory time, over-time compensatory time, on-call compensatory time and vacation leave.

5) Deleted Item No. 4 giving the employee the option to use vacation leave or bonus leave.

6-1-08 Changed policy to allow an employee who is reduced in force to exhaust vacation leave after their last day of work and still be paid for up to 240 hours of leave in a lump sum.

**VACATION (ANNUAL) LEAVE - SUMMARY OF REVISIONS, Continued**

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10-1-08 Under *Separation – Pay for Leave* – clarified exceptions/procedures when employee is exhausting sick leave.

7-1-09 Revises Advisory Note to add gap hours compensatory time and travel compensatory time to leave hierarchy used in the BEACON HR/Payroll System.



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- 1-1-11** (1) Combines the 0-2 years with 2 but less than 5 years to create a less than 5 years category.
- (2) Increases the annual accrual rate by 2 hours per year for each of the years of total state service category.
- (3) Advisory Note about Leave Offsetting deleted and placed in General Leave Policies.

**9-1-2014** SB744 (S.L. 2014-100) the Appropriations Act of 2014 awarded bonus leave to employees who were eligible to earn vacation leave as of September 11, 2014. Also removed the requirement for vacation leave to be used prior to bonus leave. The following additional changes were made to the policy:

- In “scheduling leave” section, removed the reference to BEACON agencies when requiring employees to use compensatory time earned prior to using vacation leave. This now applies to all agencies and universities.
- Added a note in the “leave transferring” section that the employee does not have the option of transferring some of the leave and receiving a lump sum payment of a portion of the leave if the receiving agency will accept all of the leave.
- Added a note in the “separation-pay for leave” section clarifying that medical certification should be required if an employee gives notice of resignation and then becomes ill and cannot work during the notice period.
- Deleted the “Options during LWOP” section since this is a duplication of the LWOP policy.
- Deleted the “Payrolling Leave” section.

**9-7-17** Policy revised to delete all reference to trainee appointments, per appointment types and career status