



Authority State Personnel Commission
Title SPA Vacation Leave Policy
Responsible Office Human Resources
Subject Leave
Applies to SPA Permanent Employees

History: Last revised:

Additional References: OSP Vacation Leave Policy

Related Policies: Compensatory Time, Family and Medical Leave, Leave Without Pay, Military Leave, Workers' Compensation, Voluntary Shared Leave

1. POLICY STATEMENT

Vacation leave is credited to employees who are in pay status (working, on paid leave or on workers' compensation leave) for one-half or more of the regularly scheduled workdays and holidays in the pay period in accordance with the provisions outlined below.

Paid vacation is intended to encourage and allow employees to engage in restful, recreational activities to renew physical and mental capabilities. Vacation leave may also be used for absences due to personal obligations and adverse weather conditions or for donations to an employee who is an approved voluntary shared leave recipient. Vacation leave can also be used in lieu of sick leave. In the absence of adequate sick leave to cover a period of absence due to illness, injury or death in the immediate family, management may require an employee to use available vacation leave.

Management also has the authority to require an employee to use available vacation leave for absences other than those for which sick leave may be used rather than approve the employee's request for leave without pay. Management may require an employee to use accumulated comptime, travel time off or equal time off before approving the use of accrued vacation leave or leave without pay.

Note: Although approval of the use of vacation leave is discretionary, requests by an employee to use vacation leave for cultural and/or ethnic-related events should be granted if the employee has accrued vacation leave and the granting of the leave will not result in undue hardship on the agency or its employees.

2. LEAVE EARNINGS

Vacation leave is earned on a monthly basis. An employee with a permanent, probationary, trainee, or time-limited appointment (regularly scheduled to work twenty (20) hours or more each work week) who is in pay status for one-half or more of the regularly scheduled work days and holidays in a month earns vacation leave for that month, except when an employee is being paid terminal leave pay. Employees who are on workers' compensation leave without pay continue to earn vacation leave.

The amount of leave earned is based on the length of Total State Service and the employee's full-time equivalency status (FTE). Full-time employees (40 hours per week) earn vacation leave as follows:

Years of Service	Monthly Leave Earnings	Annual Leave Earnings
0 – 2	7 hrs, 50 min	94 hours
2 – 5	9 hrs, 10 min	110 hours
5 – 10	11 hrs, 10 min	134 hours
10 – 15	13 hrs, 10 min	158 hours
15 – 20	15 hrs, 10 min	182 hours
20 +	17 hrs, 10 min	206 hours

Part-time employees earn vacation leave on a prorated basis according to the number of work hours for which they are appointed.

3. LEAVE ACCUMULATION

Vacation leave is cumulative until December 31 of each year. The maximum accumulation (or "carry-over amount") for full-time employees is 240 hours. The maximum accumulation is prorated for part-time employees. All vacation leave (hours and minutes) above the maximum is automatically converted to sick leave effective January 1, if employment status is maintained through December 31.

Note: If an employee is scheduled for a period of leave and will not be able to use earned comptime off during the 52-week period, all such comptime owed must either be taken or paid out prior to coding vacation leave, sick leave or voluntary shared leave for the absence.

If an employee separates from State service, payment for accumulated vacation leave (calculated to the nearest one-tenth of an hour) shall not exceed 240 hours. See Workers' Compensation Leave Earnings for exceptions to the maximum accumulation and payment rules. If an employee separates from state service for retirement, vacation leave in excess of 240 hours is converted to sick leave and used for retirement credit.

4. SCHEDULING LEAVE

Vacation leave shall be scheduled in advance and approved by the employee's supervisor. Management may establish guidelines to ensure that employee preferences and needs, as well as organizational requirements, are considered when leave time is requested. In the event of an emergency or other unplanned absence, the employee must notify the supervisor as close to the beginning of the work schedule as possible.

Management is responsible for ensuring that employees are afforded opportunities to take accumulated leave. Employees are responsible for monitoring their balances to avoid needing large amounts of time off at year-end or other busy periods.

5. ADVANCEMENT OF LEAVE

Vacation Leave may not be advanced beyond the amount the employee will earn in the month of the request for advancement.

6. OVERDRAWN LEAVE

A negative vacation leave balance cannot be carried over from one calendar year to the next. The vacation leave balance must be deducted from the employee's pay on an hour-for-hour basis (calculated to the nearest one-tenth of an hour). A negative vacation leave balance at the time of separation, including transfers to a public school or community college system, or a local Department of Human Resources agency, is deducted from the employee's final paycheck.

7. LEAVE CHARGES

The purpose of paid leave is to maintain an employee's income, not to enhance it. Planned leave charges must be reduced by the amount of any additional work performed outside the employee's normal schedule during the same work week.

Leave shall be charged according to the actual amount of time taken (calculated to the nearest one-tenth of an hour). Leave to be paid as terminal lump sum pay or leave to be exhausted shall be charged in one-hour units.

When an employee terminates State employment (other than by service or early retirement), the last day worked is the effective date of the separation. An employee terminating because of service retirement or early retirement can either exhaust vacation leave or receive a lump sum payment. If the employee elects to exhaust vacation leave, the last day of leave is the effective date of the separation.

8. TRANSFER OF VACATION LEAVE

Vacation leave must be transferred when an employee transfers to another University department or to another State agency. If the employee's new agency is willing to accept some or all of the leave, it may be transferred to a:

- Public school system,
- Community college, or
- Local Department of Human Resources agency.

9. RECORD KEEPING

Vacation leave is recorded within the department on an individual employee leave record, Form HR-5, "Vacation Leave and Sick Leave Record." Form HR-5 is available on the web. Automated leave records are accepted in lieu of Form HR-5.

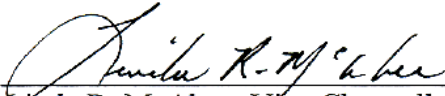
The department is responsible for maintaining an accurate, current leave record on a monthly basis, with earnings, uses, and balances noted. The department balances each employee's Vacation Leave and Sick Leave Record at least once a month and at the end of each calendar year (December 31) and when an employee:

- Transfers to another NC A&T SU department,
- Is entering leave without pay status,
- Schedules parental leave,
- Goes on long-term military leave,
- Is covered by Workers' Compensation,
- Is covered by the Disability Income Plan (DIP),
- Transfers to another State agency,
- Is separated by reduction in force (layoff),
- Terminates employment with the State,
- Retires, or
- Dies.

Individual leave records (covering the last four years from the effective date of the action) are forwarded with the appropriate personnel action to Human Resources.

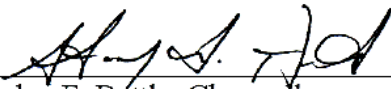
The operating department retains individual leave records for current employees. Individual leave records are retained in the employee's personnel file by Human Resources after separation.

Approved:



Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



Stanley F. Battle, Chancellor

Date: 1/10/08