

DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

ANNUAL AND PERSONAL LEAVE

POLICY 3.2.6

I. Amount Earned

- A. Each full-time regular, non-curriculum employee, who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. These employees shall earn annual leave rate at the following rate:

Table 1 Annual Leave Distribution

Years of Total State Service	Hours Earned Each Month	Hours Earned Each Year (12 month employees)
Less than 5 years	9 hours 20 minutes	112
5 but less than 10 years	11 hours 20 minutes	136
10 but less than 15 years	13 hours 20 minutes	160
15 but less than 20 years	15 hours 20 minutes	184
20 years or more	17 hours 20 minutes	208

- B. Each part-time regular, non-curriculum employee with benefits shall earn prorated annual leave if s/he works one-half or more of the scheduled workdays in a month.
- C. Full-Time Regular Curriculum Employees- full-time curriculum teaching faculty will follow traditional faculty schedule parameters and break periods. They do not earn annual leave but are allocated 2 personal leave days per academic year.

Personal leave must be requested from and approved by the immediate supervisor. This leave is non-cumulative year to year, is non-transferable, and does not hold cash value. The Faculty must complete a leave form. The supervisor shall report the absence(s) to the Payroll Office.

II. Maximum Accumulation

Annual leave may be accumulated without any applicable maximum until June 30th of each fiscal year. On June 30th of each fiscal year, , any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave. **Leave deductions occur in following month. For example, leave taken in June is not deducted until July. Leave payouts occur in the month following the last day worked. For example, the last day worked is July 5. The leave payouts will occur in the August 31 payroll.**

III. Advancement

- A.** Annual leave may be advanced by the appropriate Vice President in an amount not to exceed what an employee can earn during the remainder of the fiscal year.
- B.** For the first six (6) months of service, new employees can only earn annual leave as stipulated in Section I. Thereafter, an employee may be advanced the amount of leave s/he would earn during the remainder of the fiscal year.
- C.** An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-unearned annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

IV. Accepted Uses

The primary purpose of annual leave is to allow and encourage employees to renew their physical and mental capabilities and to remain a fully productive employee.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to inclement weather conditions and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

V. Other Procedures

A. Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave shall be taken in half hour increments.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of two-hundred forty (240) hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay check.
3. Payment for annual leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last full hour of unused leave.
4. Retirement deductions shall be made from all annual leave payouts.
5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave

For new employees, the College does not accept annual leave from other state agencies or local educational entities.

D. Annual Leave Records

It is the responsibility of an employee and his/her supervisor to assure that all annual leave is reported accurately. Leave forms must be completed for every use of annual leave. Annual leave records are maintained and recorded in the Payroll Office as well as by a record keeper in each department. The College shall notify employees of their total annual leave balance at the end of each month. The College shall retain all annual leave records of all

separated employees for a period of at least five years from the date of separation.

It is the employee's responsibility to report any discrepancy or problem with his/her sick leave balance to Human Resource Services.

Adopted: October 2020