

# DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

## PERSONAL OBSERVANCE LEAVE

POLICY 3.2.19

Davidson-Davie Community College supports a work environment that fosters respect and values all people regardless of their race, color, religion, sex (including pregnancy), national origin, age, genetic information, disability, sexual orientation, gender identity and expression, or veteran status. The College seeks opportunities to promote diversity and inclusion at all occupational levels through Equal Employment Opportunity (“EEO”) initiatives.

### **I. Amount Earned**

- A.** A full-time regular employee will earn eight hours of paid leave for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation per academic year.
- B.** A part-time regular employee with benefits will earn personal observance prorated leave. The proration is determined by calculating the part-time hours worked per week, divided by a regular workweek, to arrive at the allowable proportionate time.

### **II. Accepted Uses**

- A.** Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee’s own religious or cultural background. Regardless of the employee’s religious or cultural background, any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under this Policy.
- B.** The total amount of Personal Observance Leave must be utilized in one work shift.
- C.** Employees may use Personal Observance Leave prior to exhausting any accumulated compensatory time (comp time).

### **III. Other Procedures**

- A.** It is the College’s intent to allow employees to use the leave at the time requested. However, the supervisor may require that the Personal Observance Leave be taken at a time other than the one requested, based on the needs of the College.

**B. Transfer of Leave**

If an employee separates from the College and moves to another participating state agency within the academic year, unused Personal Observance Leave will transfer to the employee's new agency.

New employees will be eligible for the full amount of Personal Observance Leave provided under this Policy to be used in that academic year.

New employees transferring from a participating state agency may transfer unused Personal Observance Leave to be used in that academic year.

**C. Separation**

Separated employees that are re-employed within the same academic year will receive the same amount of leave as a newly hired employee unless they previously utilized the leave within the same academic year.

If a new employee moves from a participating state agency within the academic year, unused Personal Observance Leave will transfer.

If an employee separates from the College and moves to a non-participating state agency, unused Personal Observance leave will not transfer and does not hold cash value.

If a new employee moves from a non-participating agency, the employee will receive leave as a newly hired employee, as indicated above.

**D. Other Limitations**

If Personal Observance Leave is not taken by the end of the academic year is forfeited; it shall not be carried into the next academic year. Employees will not be paid for unused Personal Observance Leave. Personal Observance Leave shall not be applied to existing negative leave balances. This leave shall not be donated under the Voluntary Shared Leave policy. This leave may not be used for the same purposes as sick leave.

**E. Recordkeeping**

It is the responsibility of an employee and their supervisor to ensure that all leave is reported accurately. Leave forms must be completed for the use of Personal Observance Leave. Personal Observance Leave records are maintained and recorded in the Payroll Office as well as by a record keeper in each department.

The College shall maintain annual records for Personal Observance Leave earned and taken for each employee. The College shall retain all Personal Observance leave records of all separated employees for a period of at least five (5) years from the date of separation.

Adopted: June, 2022

1C SBCCC 200.94(a)(20)