

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # HR 1
Title: Leave Policy		
Effective Date: June 1, 2006	Administering Authority: Human Resources Dir.	
Revisions: November 1, 2010		
Statutory Authority (if applicable): G.S. 126		

Purpose: To provide guidelines for Commerce employees regarding sick and annual leave.

Policy:

Annual, sick, and bonus leave shall be taken only with the authorization of the immediate supervisor and/or the division/commission head. The immediate supervisor must give prior approval for any requests to exhaust annual/vacation leave, bonus leave, other types of civil, community service, or administrative leave. The immediate supervisor must give prior approval to any proposed changes to the employees daily work schedule. Annual or bonus leave can be taken in increments no smaller than 15 minutes and is to be approved by the Supervisor prior to the employee taking leave. All hours worked and leave taken must be accurately reflected in the automated timekeeping system.

Procedures:

Sick leave can be taken in increments no smaller than 15 minutes and is to be approved by the supervisor prior to the employee taking leave when possible (i.e. appointments that are known in advance). When this is not possible, it is the responsibility of the employee to notify the supervisor immediately of any change in the regular work schedule and obtain approval immediately upon return to work. The supervisor may request a doctor’s note to justify any sick leave taken.

Employees are not required to exhaust any leave when participating in a Department sponsored Wellness activity program or event. Employees will need to give prior notification to their immediate supervisor of any scheduled Wellness meetings, event, or appointment and may need to adjust their work schedule to meet the needs of the unit.

Carryover

The maximum amount of annual leave that can be carried over into the next calendar year is 240 hours; any annual leave above that amount will automatically be converted to sick leave and credited to the employee at the end of the calendar year. There is no maximum amount of sick leave that may be carried forward from year to year.

Substitution

Annual leave may be substituted or used for sick leave when requested by the employee and approved by the supervisor. Sick leave cannot be substituted or used for vacation leave under any circumstances. Sick leave can only be used for the purposes described in the Section 5, Page 8, of the State Personnel Manual.

Overdrawn Leave

An employee may not go on Leave Without Pay without prior authorization from the employee's supervisor and the Director of Human Resources. Prior to requesting Leave Without Pay, the employee shall make every effort to exhaust all other leave options including Advanced Leave, Disability, or Family Medical Leave. Any qualifying Family Medical Leave condition associated with overdrawn leave must include appropriate medical documentation. The employee is responsible for accurately recording leave into the automated time and leave system. Any time sheet submitted with a negative leave balance will result in that employee's paycheck being reduced accordingly. This amount will be calculated according to the earnings associated with the amount of time overdrawn in the next paycheck. In addition to this, employees who elect to take Leave Without Pay without prior authorization may be subject to formal disciplinary action.

Responsibilities and Record Keeping

It is the responsibility of the immediate supervisor and Commission/Division Directors to monitor and approve employee annual, bonus, and sick leave.

The official leave balances of all employees will be maintained in the DOC automated leave system. However, supervisors shall maintain any supplemental records necessary to administer DOC leave policies on a daily basis.