

# Other Types of Leave

## I. ADMINISTRATIVE LEAVE

Administrative leave may be granted by the President. Administrative leave is not cumulative and is granted in accordance with the qualifications/specifics stated at the time administrative leave is authorized.

## II. BEREAVEMENT LEAVE;

A maximum of three (3) days bereavement leave will be granted per occasion at the time of death in the employee's immediate family. Immediate family is defined as spouse/companion, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, step-mother, step-father, sister-in-law, brother-in-law, step-brother, step-sister and step-children. Days exceeding bereavement leave must be charged to annual leave, bonus leave, compensatory leave, sick leave or leave without pay as set forth in College policy.

## III. CIVIL LEAVE

### 1. Jury Duty

When an employee serves on a jury, the employee is entitled to leave with pay for the period of absence required and is entitled to regular compensation plus fees received for jury duty.

### 2. Court Attendance

When an employee attends court in connection with his/her College duties, no leave is required. The employee is required to give any fees received as a witness to the College. When an employee is required to attend court on a day the employee would normally be off, the time will be considered as working time and included in the total hours worked per week.

When an employee is subpoenaed to appear as a witness in a matter where the employee's appearance is not in connection with his or her College duties, the employee shall be allowed to take annual or compensatory leave or leave without pay.

## IV. HOLIDAY LEAVE

Full-time employees who are eligible to earn annual leave pursuant to College policy 302-03-00BP shall receive pay for a maximum of 12 paid holidays per fiscal year. The Board of Trustees shall determine the number of paid holidays for those employees eligible to earn annual leave up to a maximum of 12 paid holidays per fiscal year.

Part-time employees who are eligible to earn annual leave pursuant to College policy 302-03-00BP shall receive pay for paid holidays on a pro-rata basis.

The College shall only pay holiday leave to eligible employees who are:

1. In pay status through the day on which the holiday is schedule, or

2. On a leave of absence without pay, but were in pay status for half or more of the workdays in the month.

The Board of Trustees shall determine when holidays are scheduled on the college calendar and may require employees to take annual leave, special leave granted by the General Assembly, accumulated compensatory leave, or leave without pay during time on days other than holidays when classes are not scheduled to be in session.

## **V. PARENTAL LEAVE**

The N. C. General Assembly (N.C.G.S. 95-28.3) supports the idea that parent involvement is an essential component of school success and positive student outcomes and has granted leave to state employees who are parents, guardians or persons standing loco parentis of a school-aged student. The College also supports employee involvement in schools and will grant six (6) hours of leave with pay, in a calendar year subject to the following conditions:

1. The leave shall be a mutually agreed upon time between the College and the employee.
2. An employee shall provide their supervisor with a written request at least 48 hours before the time desired for the leave.
3. The employee's supervisor may require the employee to furnish written verification from the student's principal or teachers that the employee attended or was otherwise involved at that school during the time of leave.

"School" means any public, private church school, church of religious charter or nonpublic school described in parts 1 and 2 of Article 39 of Chapter 115C of North Carolina General Statutes that regularly provides a course of grade school instruction, preschool or child daycare as defined in N.C.G.S. 110-86(3).

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