

Procedure 5.1203

Annual Leave Procedure

Full-time regular staff, Dean, and full-time temporary staff who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave. Faculty are not eligible to earn annual leave. The rate is based on the length of aggregate service and the hours scheduled to work each week.

Annual leave for full-time employees shall be computed at the following rates:

Years of Total State Service	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 5 years	9 hrs. 20 mins.	112	14
5 but less than 10 years	11 hrs. 20 mins	136	17
10 but less than 15 years	13 hrs. 20 mins.	160	20
15 but less than 20 years	15 hrs. 20 mins.	184	23
20 years or more	17 hrs. 20 mins.	208	26

A day, for leave purposes, will be the number of hours an employee is expected to work. The exception to this rule is on Fridays and during the summer hours of operation.

Accumulation and Conversion of Annual Leave to Sick Leave

A maximum of 240 hours (or 30 days) of annual leave may be carried forward from one fiscal year to the next fiscal year. Any hours in excess of 240 hours will be transferred to sick leave at June 30 of each year.

Aggregate Service Policy

Aggregate service includes, on a month-for-month basis, all regular employment with the State as certified by former employers or the North Carolina Retirement System.

Advancement Policy

Employees may be advanced annual leave not to exceed the amount the employee can earn during the current fiscal year or the difference between the amount of accumulated leave carried forward and the maximum allowable.

Use of Annual Leave Policy

Annual leave must be authorized by an employee's supervisor. Supervisors should consider the efficient operation of the college while considering requests for annual leave.

Annual leave may be used for any approved absence, medical appointments, in lieu of sick leave, or for absences as a result of adverse weather conditions.

Payment at Separation from BCCC Policy

Lump sum payment for annual leave is only made at the time of separation of employment from BCCC. An employee will be paid a lump sum for accumulated leave not to exceed a maximum of 240 hours when he/she is separated from institution service due to resignation, dismissal, reduction in workforce, death, service retirement, and leave without pay for military purposes. Employees retiring on disability retirement may exhaust annual leave rather than being paid in a lump sum. Should an employee be separated before he/she has earned all of the annual leave taken, his/her final salary check will be reduced by the amount of overdrawn leave.

Payment for annual leave will be made on the regular payroll. Annual leave will be paid in full hours only. Retirement deduction will be made from all terminal leave payments. Receipt of lump sum leave payments and retirement benefits will not be considered as dual compensation.

In the case of a deceased employee, payment of unpaid salary, terminal leave, and travel, will be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment will be made to the Clerk of Superior Court of the deceased employee's residence (G.S. 26-68).

Termination of Benefits Policy

During the period of terminal leave, an employee ceases to earn leave increments and ceases to be entitled to take sick leave. The employee will not be charged leave for holidays occurring during that period. Revised 10/7/14

Transfers of Annual Leave from Other Institutions

BCCC accepts the transfer of annual leave from other institutions within the State of North Carolina ORBIT system.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Procedure

Cross References:

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

History

Leadership Council Review/Approval Dates: 10/12/18

Senior Staff Review/Approval Dates: 10/7/14, 8/14/18

Board of Trustees Review/Approval Dates: 10/7/14

Implementation Dates: *Enter date(s) here*