

SOP -I-0012	Leave Authorization and Leave Advancement Guidelines	
SOP Type:	<input checked="" type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA <input type="checkbox"/> External SOP - DELTA-level that affects these entities: <input type="checkbox"/> Unit SOP - DELTA individual unit(s) affected:	
Contact:	DELTA Business Office	
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1. Leave Authorization

Effective leave management aims to provide all employees with the opportunity to take leave while maintaining acceptable levels of service delivery and operational function; both employees and supervisors are jointly responsible for managing leave. The web leave system is the leave reporting system for the university and is required for reporting and tracking of leave hours accrued and leave hours taken by all employees.

The use of annual, compensatory, bonus, community service and leave without pay requires prior supervisor approval. All leave approved should be submitted and approved in web leave before it is taken with the exception of unforeseen circumstances. This SOP is not intended to cover all leave and employee circumstances but to address basic leave procedures and responsibilities.

1.1 **Supervisor Responsibility:** Employee use of annual, compensatory, bonus, community service and leave without pay leave is at the supervisor’s discretion in order to optimize the balance between operational and employee needs. Requests can be disapproved if the supervisor determines that an employee’s work cannot be adequately covered by others during the employee’s absence or there is not enough leave accrued to cover the request. Maintaining a leave calendar schedule to facilitate continuous leave management for a given team is suggested. The schedule may be an electronic version so that all staff in the department/division can access it. Leave schedules can be tailored to a work area to emphasize periods when operational demands may limit the approval of staff leave. Leave calendar schedules for a team promote forward leave planning, highlight operational needs and support leave compliance. If an employee is frequently absent, supervisors should consult with the leave administrator to review circumstances that may need to be addressed via University leave programs such as Family Medical Leave Act (FMLA) or through other actions.

1.2 **Employee Responsibility:** Employees are required to request leave in accordance with their supervisor’s guidelines, normally several days to several weeks, in advance of the leave they wish to take. This will allow time to schedule their work and coordinate with leave plans of other employees. It is preferable that requested leave be entered into the Web Leave System before the leave is taken but leave must be entered no later than the end of the respective month of leave. Leave must then be approved by the individual’s supervisor. The exception to the pre-approval process is extraordinary circumstances such as sudden illness or an emergency.

1.3 **DELTA Business Office Responsibility:** The leave administrator is the departmental contact for all leave inquires and employee assistance. Additionally, the leave administrator maintains departmental employee leave records, reconciles each employee’s leave as of June 30 and December 31 of each year and retains each employee’s June and December reports, verified and signed by the employee and supervisor. Additionally the leave administrator tracks Family Medical Leave Act (FMLA), Disability, audits the web leave system weekly identifying overdrawn balances, and corrects accruals and submissions requested by employees. Should overdrawn leave occur, it is the leave administrator’s responsibility to inform the supervisor and either process a payroll deduction or collection for the hours overdrawn.

Leave requiring prior supervisory approval:

Annual Leave: The purpose of paid vacation, or annual leave, is to encourage employees to renew themselves physically and mentally. Vacation, or Annual Leave, also covers absences due to personal obligations, adverse weather conditions, and, in lieu of sick leave, illness in the immediate family. Although approval of the use of vacation leave is discretionary, requests by an employee to use vacation leave for religious, cultural and/or ethnic-related events should be granted if the employee has accrued vacation leave and the granting of the leave will not result in undue hardship on the department or its employees. Accrual rates vary, refer to Leave Administration website:

http://www.ncsu.edu/human_resources/benefits/leave/vacation.php

Bonus Leave: Bonus Leave is special Annual Leave provided to active, leave-eligible, permanent State employees specifically designated by the NC General Assembly on a specific date also designated.

Community Service Leave (CSL): Provides leave-eligible SPA and EPA employees paid time off to volunteer in schools, and includes meeting with a teacher or administrator about the employee's child or attending a school function in which the child is participating (excluding athletic events), communities, institutions of higher education, State agencies, and not-for-profit organizations; as long as the employee is not receiving pay for the service. All CSL must be pre-approved by supervisor prior to volunteer event. All types of CSL are credited to each eligible employee on January 1 of each year. All types of CSL do not carry over from one year to the next. CSL accrual, full-time- permanent, probationary, trainee, or time-limited 24 hours a calendar year; part-time (half time or more) – permanent, probationary, trainee, or time-limited prorated – equal to percentage of full-time amount.

Compensatory Leave: Employees whose duties and responsibilities determined by Human Resources to be “subject” to the provisions of FLSA are considered “subject” or “non-exempt” employees. Therefore, non-exempt employees are subject to the Fair Labor Standards Act (FLSA) and accrue leave at time and one half for each hour worked over 40 in a workweek. Non-exempt employees are required to maintain a timesheet to track hours worked in a workweek. Accrued compensatory time should be taken before annual or other types of leave.

Leave Without Pay: Leave without pay may be granted to a permanent or probationary full- or part-time employee for various reasons, including family and medical leave, extended educational purposes, vacation, worker's compensation, or personal reasons.

Civil Leave: employees are entitled to civil leave (with pay) when serving on a jury or when subpoenaed as witnesses. Notify your supervisor when jury duty is scheduled or subpoenaed as a witness and enter “civil leave” into the Web Leave System.

Voting: Employees are not permitted to use work time for voting. Since the polls are open approximately two weeks for early voting (including weekends) and 12 hours or more on Election Day, employees must use their own time to vote. In some instances, employees may be able to vote during their scheduled meal periods. Management, with reasonable notice provided by the employee, has the discretion to allow flexible work scheduling to accommodate voting, or allow employees to utilize comp time, vacation, bonus leave or other accrued paid time off for the absence.

Adverse Weather Leave: Use of Adverse Weather Leave in the Web Leave System can only be used if no other annual, bonus and compensatory leave is available to the employee. Supervisors are responsible for monitoring and approving the use of Adverse Weather Leave. There is a 90-day period to make up time. Make up time must be approved by the supervisor and documented that it is necessary to the mission of the department and not merely the desire of the employee to make up time.

Leave which may not require prior supervisory approval:

Sick Leave:

Use of sick leave allows an employee to recover from personal illness, injury, or disability that prevents performance of usual duties. Sick leave can be used for: Illness or injury, Medical appointments, temporary disability due to childbirth, care for member of immediate family (including care for mother during temporary disability), and death in immediate family.

Leave should be taken if you are not well enough to come to the office; telecommuting in this circumstance is not allowable as staff need to be in a condition to execute duties.

Telecommute eligible staff may discuss with their supervisor the appropriateness of telecommuting in situations in which you are able to work but unable to be in the office (perhaps due to the illness of a child, or child home from school, etc.), and need to accomplish work tasks. If, on your assigned telecommuting day, you personally are sick to the point where you are unable to optimally perform your job tasks, your supervisor will expect you to take sick leave as appropriate.

Sick leave accrues at 8 hours each month or prorated for staff less than 1.0 FTE and does not, in most cases, require prior manager approval.

Adverse Weather Conditions: NC State University has its own Adverse Weather and Other Emergency Conditions Policy and procedures. The Chancellor or Provost will determine and announce all decisions to close, delay, or cancel activities of the University related to adverse weather or other emergency conditions. Reference [Adverse Weather Matrix](#).

Status 1 or 2: The University is closed or opens late: Your presence is not required on campus nor are you required to telecommute. You will be paid for regularly-scheduled work hours missed due to official closing or late opening under status 1 or 2 conditions. In addition, employees who did report to work during status 1 or 2 conditions can take comparable time off within 12 months.

Status 3 or 4: The University announces that classes or other campus activities are cancelled - or that classes are being held under adverse weather advisory: Telecommute eligible employees are expected to telecommute working their regular hours. Alternately, with supervisor approval, you may use accrued annual leave, comp time, or bonus leave for work time missed. If no paid leave is available, you may take time off without pay. Employees who are not telecommute-eligible may use accrued compensatory, annual, or bonus time for work time missed. *Note: employees without accrued leave balances will require supervisor approval to use "Adverse Weather Leave" in the Web Leave System.*

2. Leave Advancement

The official Office of State Human Resources (OSHR) policy regarding Vacation Leave Advancement:

"Vacation Leave Advancement

An employee may be advanced the amount of vacation leave needed on an individual basis and which can be credited during the remainder of the calendar year. If more leave is taken than can be credited during the calendar year, the balance above the amount that can be advanced shall be deducted in the next paycheck."

In order to ensure efficient, fair, consistent administration of leave, and to prevent incurring leave overpayment charges billed to our division, DELTA has established policies, procedures, and guidelines to deal with a variety of issues regarding advancing annual and sick leave.

2.1 Employees will not be advanced leave beyond the university maximum under any circumstances. The university maximum is no more than the employee would earn for the remainder of the current calendar year, which runs January through December of a given year. (For example: If an employee has a zero sick leave balance as of the end of November, they could not be advanced more than 8 hours of sick leave as that is the most they could earn the remainder of that calendar year.)

2.2 DELTA employees can only be advanced a maximum of eight hours leave at each month's end. This is inclusive of both sick and annual leave, i.e. if 8 hours of sick time is advanced at month's end, then you are precluded from advancing any annual leave as well.

2.3 Advancement of sick leave will not be considered if the employee has a positive annual leave balance. In other words, all annual leave must be exhausted prior to advancing sick leave.

2.4 Supervisors should not approve requests for leave without verifying that the employee has adequate leave accumulated at the time of approval. Employees may not be in a negative total leave balance in excess of 8 hours each month. If the supervisor is not aware of the employee's current leave balance, they may contact the Business Office to obtain the current balances. The supervisor is responsible for approving leave in accordance with DELTA standard operating procedures.

3. Requesting Exceptions

3.1 In unusual circumstances, leave in advance in excess of 8 hours (combined annual and sick leave total) may be approved. Each request will be assessed individually by the relevant supervisor, the unit Senior Management Team member (SMT) and the SMT as a whole. Leave advancement beyond 8 hours (combined annual and sick leave total) will only be considered in the circumstances outlined in sections three, four, and five below, and must meet the requirements as outlined.

3.2 This advanced annual or sick leave is not an entitlement and requirements must be met before considering and granting such requests. Supervisors should evaluate all factors relevant to the employee's request for advanced leave and use good judgment before presenting advanced leave requests to the SMT. The granting of such requests will be at the discretion of the DELTA Senior Management Team.

4. Employee Requirements for Eligibility to Request Sick Leave in excess of 8 hours:

4.1 An Employee requesting advancement of sick leave in excess of 8 hours should be referred to Human Resources Leave Administration 919-515-4317, Administrative Services II Bldg. The Leave Administration Unit will review the situation to determine if other leave programs may apply. After an assessment by Leave Administration, The SMT member of the Unit will determine whether to proceed with the request to advance sick leave per university policies and procedures.

5. Employee Requirements for Eligibility to Request Advanced Annual Leave in excess of 8 hours:

5.1 Employee has demonstrated responsible use of leave while working for DELTA and has permanent status (exceptional circumstances may be considered for approval by SMT for probationary employees).

5.2 Employee has not had excessive absences outside of approved leave programs such as FMLA, LWOP, Disability, ADA or Family Illness. This determination is made by the supervisor.

5.3 Employee has performed well in their assigned duties with performance ratings of at least 3 for SPA and the equivalent for EPA.

5.4 The employee does not have any active disciplinary issues (employee is performing as required and has corrected any performance inadequacies as noted by his or her supervisor).

5.5 All available annual leave, bonus leave, furlough leave, special leave and compensatory time are exhausted.

5.6 The request does not exceed the amount of annual leave that the employee would earn during the remainder of the calendar year (i.e. January – December of a given year), and if granted, the maximum amount of advanced leave for the year, they cannot be granted any more.

5.7 The advance would not impair the work of the employees' unit.

When an employee who is indebted for advance annual or sick leave separates from the university, he or she is required to refund the amount of advance leave for which he or she is indebted either by deduction from the final paycheck or by payment to the university.

More information on NCSU Leave: http://www.ncsu.edu/human_resources/benefits/leave/index.php