

## 5.4 Leave

**Last Revised:** March 2021

**Policy:** Administration of the leave program within the scope of established policy shall be the responsibility of the Vice President, Administrative Services/CFO.

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### **Purpose/Definitions:**

#### **Purpose**

Communication of the process by which leave is administered.

#### **Definitions**

**Annual Leave**—a leave option for vacations, personal reasons, or for any other instances when an absence occurs

**Birthday Leave**—a leave option allowed for a day off with pay on or after an eligible employee's birthday

**Civil Leave**— leave for court attendance including, but not limited to, jury duty, subpoenaed as a witness, or required to appear in court for non-job-related proceedings.

**Community Service Leave**—a leave option when using leave to perform community service or attend school related functions

**Funeral Leave**—a leave option for attending a funeral

**Other Leave**—a leave option for claiming leave provided by Federal or State law, the State Board of Community Colleges, and College policy.

**Sick leave**—a leave option that may be used for illness or injury that prevents an employee from performing usual duties and for other medical-related issues as defined in Policy 5.4.6 Sick Leave.

**Workers' Compensation Leave**—a leave option for when the employee is on an approved workers' compensation leave

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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**Procedure:**

Section 1: Requesting Leave

- 1.1. Paid leave for absences during the scheduled working hours shall be charged to the appropriate leave account of the employee.
- 1.2. A Leave Request Form (see Exhibit 5.4) is to be completed for all leave except petty leave.
  - 1.2.1. The form is to be used for requesting annual leave and other such anticipated leave prior to taking it, as well as for reporting sick leave when the employee returns.
  - 1.2.2. It is the employee's responsibility to
    - 1.2.2.1. complete the form;
    - 1.2.2.2. submit it to their immediate supervisor, who in turn
    - 1.2.2.3. submits it to the vice president or-designee for approval, who in turn
    - 1.2.2.4. submits it to the Office of Human Resources.
    - 1.2.2.5. A copy will be returned to the employee and another copy will be kept securely in the Business Office.

Section 2: Approved Leave Options

- 2.1. In addition to the instructions on the form, the following definitions should be observed in checking which kind of leave each particular request is for:
  - 2.1.1. "Sick Leave" should be checked for absences to be charged to sick leave as provided in PCC Policy 5.4.6 Sick Leave.

- 2.1.2. "Vacation (Annual) Leave " should be checked for vacations, personal reasons, or for any other instances when an absence occurs, as provided in PCC Policy 5.4.5 Annual Leave.
- 2.1.3. "Birthday Leave" should be checked to claim a day off with pay on or after an eligible employee's birthday as provided in PCC Policy 5.4.14 Birthday Leave.
- 2.1.4. "Civil Leave" should be checked for court attendance such as jury duty as provided in PCC Policy 5.4.7 Civil Leave.
- 2.1.5. "Funeral Leave" should be checked for attending a funeral, as provided in PCC Policy 5.4.12 Funeral Leave.
- 2.1.6. "Community Service Leave" should be checked when using leave to perform community service or attend school related functions, as provided in PCC Policy 5.4.16 Community Service Leave.
- 2.1.7. "Without Pay" should be checked for leave that is being taken with payroll deduction, as provided in PCC Policy 5.4.2 Educational Leave Without Pay or Policy 5.4.3 Other Types of Leave Without Pay.
- 2.1.8. "Workers' Compensation" should be checked when the employee is on an approved workers' compensation leave, as provided in PCC Policy 5.4.8 Workers Compensation and Leave.
- 2.1.9. "Other" should be checked if the leave is of another type not listed on the form, as provided in PCC Policy 5.5 Other Benefits.

Section 3: Documenting Leave

- 3.1. A Leave Record Report will be provided to the employee each year that includes the employee's beginning leave balances to aid in keeping a record of leave earned and leave taken.
  - 3.1.1. If an employee believes a mistake has been made in the recording of leave, the Office of Human Resources should be notified as soon as possible to work towards a resolution.

**History:** Effective February 24, 1976; Revised October 12, 1988; October, 2001; March 2021

**Exhibit 5.4 Leave Request Form**

(contact the Office of Human Resources for a live copy)

**PIEDMONT COMMUNITY COLLEGE  
Application for Leave Request**

Name  Today's Date   
(Please Print)

- The Application for Leave Request must be submitted to the employee's supervisor(s) for approval. If possible, please submit the Request two (2) weeks in advance for vacation (annual) leave or immediately upon return from ANY absence.
- After the Request has been approved, the Personnel Office will return the canary copy to the employee. The requested leave will be posted to the employee's leave record account on a monthly basis.
- Leave requested must be within the guidelines of the appropriate PCC policy (ex. Funeral, Civil, Sick, etc.).

**Please check appropriate leave:**

- Sick Leave
- Educational Leave (Please select one)
  - With pay (Memo must accompany leaveform)
  - Without Pay
- Birthday Leave ( /  ) (full-Time only)  
Actual birthday Month/Day
- Civil Leave (attach court document verifying attendance)
- Funeral Leave (state relationship of the deceased to the employee)
- Community Service Leave (On the line below include name of school, child(ren)'s name and type of function OR attach signed letter from the head of the North Carolina agency requesting your services.)
- Vacation (Annual) Leave
- Without Pay (Memo must accompany leaveform)
- Workers' Compensation

**Faculty Only:** Document Class Coverage:

**For Partial Day(s) Total Hours:**

Date <input type="text"/>	Beginning Time <input type="text"/>	Ending Time <input type="text"/>	Daily Total <input type="text"/>
Date <input type="text"/>	Beginning Time <input type="text"/>	Ending Time <input type="text"/>	Daily Total <input type="text"/>
Date <input type="text"/>	Beginning Time <input type="text"/>	Ending Time <input type="text"/>	Daily Total <input type="text"/>

**For Whole Day(s) Total Days:**  **Faculty - Hours Per Day (if less than 1 week):**

Commencing Date  To and/or including Date

Commencing Date  To and/or including Date

Employee Signature

I approve the requested leave as submitted:

Supervisor(s) Signature  
  
Vice President Signature

**Personnel Office Use**  
This is to verify that your Application for Leave Request has been received in the Personnel Office.  
  
Signature