

## 5.4.11 Petty Leave

**Last Revised:** April 2023

**Policy:** Piedmont Community College (PCC) provides non-exempt employees with 14 hours of petty leave per fiscal year.

---

### **Purpose/Definitions:**

#### **Purpose**

This policy outlines to whom and the procedures by which petty leave is provided, used, and recorded.

#### **Definitions**

**Exempt Employees**— employees who, based on the duties performed and the manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Instructors/teachers/faculty are exempt if their primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, and if they are performing that duty as an employee of an educational establishment.

**Fiscal Year**—July 1 through June 30.

**Full-Time Permanent** and **Part-Time Permanent**—as defined in PCC Policy 5.36 Definition of Employment Categories.

**Non-Exempt employees**—Employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act. Refer to the [Wages and Fair Labor Standards Act](#) administered by the U.S Department of Labor for more information.

**Petty Leave**—leave that may be used in lieu of other leave types for brief absences after all compensatory time is exhausted.

---

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

---

**Procedure:**

Section 1: Eligibility

- 1.1. Full-Time Permanent non-exempt employees are provided 14 hours of petty leave per fiscal year.
- 1.2. The 14 hours of petty leave are prorated for Part-Time Permanent employees who earn leave, an employee who works less than 12 months, or an employee who works less than 39 hours per week.

Section 2: Documentation of Petty Leave

- 2.1. Petty Leave/Compensatory Time records are sent to the supervisor of eligible employees by July 1 for distribution.
  - 2.1.1. Petty Leave must be used in increments not to exceed two hours each.
  - 2.1.2. Petty leave used by an employee must be approved by the immediate supervisor prior to using to avoid any disruption in the functioning of the employee's work area.
  - 2.1.3. Petty leave is documented on the employee's Petty Leave/Compensatory Time record.
  - 2.1.4. Petty Leave must be used before the end of the fiscal year in which it is given.
  - 2.1.5. Petty Leave is not allowed to carry over from one fiscal year into the next.
  - 2.1.6. Compensatory time must be exhausted before petty leave is used.
  - 2.1.7. Upon separation from the College, any unused Petty Leave is forfeited.
    - 2.1.7.1. Petty Leave has no cash value.
- 2.2. Direct supervisors are required to collect an employees' Petty Leave/Compensatory Time record at the end of the Fiscal Year and forward to the Office of Human Resources and Organizational Development to be maintained as part of the employee's personnel file.

---

**Legal Citation:** [Wages and Fair Labor Standards Act](#)

---

**History:** Effective June 1974; Revised February 1976, October 1988, October 2001, July 2016, December 2021, April 2023

Cross-references PCC Policies 5.3 Compensatory Time Off and 5.36 Definition of Employment Categories