

REQUEST FOR LEAVE

North Carolina Agricultural and Technical State University

Print Name:

Date:

Department/Unit:

Type of Leave of Absence	Date		Time		Total Hours/Days
	From mm/dd/yyyy	To mm/dd/yyyy	From 0:00	To 0:00	
Special Bonus					
Vacation					
Sick					
Bonus					
Compensatory					
Community Service					
Other					

Does employee have enough leave to cover his/her absence? Yes NO

Employee Remarks:

Employee's Signature:

Date:

Official Action on Request: Approved Disapproved

Reason for Disapproval:

Supervisor's Signature:

Date:

Leave must be requested and approved by Supervisor in advance.

SPECIAL BONUS LEAVE

- Leave may be used for any purpose for which regular vacation leave is used, except leave cannot be donated as Voluntary Shared Leave.
- An employee may choose to use special bonus leave prior to earned compensatory time (holiday comp, overtime comp, gap-hours comp, on-call comp, and travel comp), regular vacation leave, bonus leave and sick leave.
- Leave cannot be used to resolve negative leave balance liabilities that were the result of leave that occurred prior to July 1, 2017.
- Leave shall be charged in units of time consistent with regular vacation leave.

VACATION LEAVE

- May be taken by permanent employees in units of not less than 15 minutes.
- Accumulated on a monthly basis, leave in excess of 240 hours on December 31 will revert to sick leave on January 1 of each calendar year.
- May be used for personal leave, vacation, and absences as a result of adverse weather conditions.

SICK LEAVE

- May be taken by permanent employees in units of not less than one (1) hour.
- No maximum accumulation, it is cumulative indefinitely.
- May be used for illness or injury, medical appointment, and temporary disability connected with child bearing.
- May be used for death in the immediate family. (Family is wife, husband, mother, father, sister, brother, daughter, son, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, or stepfather).

BONUS LEAVE

- Bonus leave should be taken only upon authorization of the agency supervisor/department head. Bonus leave may be used for any purpose for which regular vacation leave is used.
- Bonus leave should be charged in units of time consistent with regular vacation leave guidelines.
- The employee should determine whether to charge approved leave to regular vacation leave or bonus leave.

REMINDER

Leave or time taken in excess of accumulation will be leave-without pay and deducted from salary checks. This may cause delays in Payroll Checks or cancellation of checks.

CONTACT YOUR SUPERVISOR FOR QUESTIONS OR HUMAN RESOURCES AT 336-334-7862.