



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

DIVISION OF HUMAN RESOURCES

MEMORANDUM

TO: N.C. A&T Faculty and Staff
FROM: Dr. Veronica Sills, Associate Vice Chancellor/Chief Human Resources Officer
DATE: June 16, 2022
SUBJECT: Personal Observance Leave (REVISED 7-1-22)

Dear Faculty and Staff,

Note: This memorandum has been revised to update the corrected leave code for Personal Observance Leave as Holiday Paid.

Pursuant to Governor Cooper's June 6, 2022, [Executive Order 262](#), UNC System President Hans has authorized the chancellors of the UNC constituent institutions to provide paid Personal Observance Leave to ensure that University employees have an opportunity to observe days of personal, cultural or religious importance. Institutions must follow the rules provided in the executive order, the corresponding [Office of State Human Resources \(OSHR\) Policy](#), and the [Frequently Asked Questions](#).

Eligibility

This leave will be available for SHRA and EHRA non-faculty staff and for faculty who earn leave. Full-time employees will receive eight (8) hours of Personal Observance Leave each calendar year. Part-time employees who work at least half time are eligible for this leave and will receive a prorated amount based on their number of hours compared to a full-time schedule. Personal Observance Leave is available only to permanent, probationary, and time-limited employees. Temporary employees, interns, and contractors are not eligible for Personal Observance Leave. New employees hired after the date of implementation of this policy are also eligible for the Personal Observance Leave.

Using Personal Observance Leave

Employees may use Personal Observance Leave for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee's own religious or cultural background. Consistent with other types of leave, supervisory approval is required before employees may use the leave. Based on the needs of the institution the supervisor or other manager may require that the Personal Observance Leave be taken at a time other than the one, however, supervisors are encouraged to accommodate employees. In considering a request to take Personal Observance Leave, supervisors must not question whether an employee's identification of a particular day for Personal Observance Leave is sincere and legitimate.

Additional provisions applicable to Personal Observance Leave include:

- Leave is available to eligible employees annually on a calendar-year basis.
- It must be taken by the end of the calendar year; otherwise, this leave expires and cannot be carried into the next calendar year.
- All eight (8) hours of this leave must be used in one work shift.
- Personal Observance Leave has no cash value and cannot be converted into retirement credit. Employees will not be paid for unused Personal Observance Leave at separation.
- This leave cannot be applied to existing negative leave balances.
- It cannot be donated under the Voluntary Shared Leave policy.
- Leave may not be used for the same purposes as sick leave.
- This leave will be available immediately and is currently reflected as the leave code **Holiday Paid**.

What code do I use when recording Personal Observance Leave on my timesheet?

An official Personal Observance Leave time code has not been confirmed. However, to ensure that eligible employees may benefit from this provision, the university has created a temporary leave code: **Holiday Paid**. Eligible employees using Personal Observance Leave must use **Holiday Paid** and must add the comment "*Personal Observance Leave*" in comment section of the employee's timesheet.

Division of Human Resources Reminders



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Executive Order 262 does not affect N.C. A&T's need to maintain business continuity. This executive order is effective immediately and available for use by University employees. Personal Observance Leave does not alter the university's current holiday schedule.

Questions

For questions about the Personal Observance Leave or other employee leave categories, please contact Shretha Arrington, FMLA & Leave Administrator, in the Division of Human Resources at ssarrington@ncat.edu or 336-285-3790.