

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 507: Employee Leave

It is the policy of the Board of Trustees to offer eligible employees the opportunity to participate in various leave programs, consistent with North Carolina General Statutes, North Carolina Community College System requirements, other applicable legal requirements, and the associated College leave procedures.

Employee leave programs are subject to change based on legislative mandates, budgetary constraints, and other factors deemed pertinent by the College. Leave is not considered work time.

The President is hereby directed and delegated with specific authority to implement and administer procedures to carry out the mandates of this policy.  Such procedures must include the provision of pandemic emergency leave.

## Scope

Leave definitions, employee eligibility, and guidelines are included in the procedures for each leave program. Student employees are not eligible for leave.

## Definitions

Employee categories are defined in Policy, 503.05, Employment Categories and Classifications.

## References

Policy 503.05, Employment Categories and Classifications

NC General Statute 115D

Summary of Benefits for Full-Time Regular Employees

Summary of Benefits for Full-Time Other Employees

Summary of Benefits for Part-Regular Employees

Approved by the Executive Leadership Team, September 10, 2014, January 15, 2020, March 18, 2020, June 22, 2022, and October 23, 2024

Approved by the College Attorney, September 22, 2014, January 26, 2020, and March 18, 2020

## Policy Owner

Executive Director, Human Resources and Organizational Development, Ext. 7900

## See Applicable Procedures:

Bereavement Leave

Child Involvement Leave

Civil Leave

Community Service Leave

Compensatory Leave

Educational Leave

Family and Medical Leave

Holiday Leave

Maternity/Paternity Leave

Military Leave

Paid Parental Leave

Pandemic Emergency Leave

Personal Observance Leave

Requesting and Reporting Absence

Request for Leave Form

Sick Leave

State of Emergency Leave

Vacation Leave

Voluntary Shared Leave

**Revised and Approved by the Board of Trustees on November 4, 2024, to be retroactively effective September 25, 2024**