

Leave/Holidays	Description																					
Vacation Leave	<p>If you are appointed to an EPA position on a full-time basis as:</p> <ul style="list-style-type: none"> • SAAO Tier 1¹ - you are entitled to 26 work days of Vacation Leave each year. • SAAO Tier 2² or EPA Instructional/Research, and Nonfaculty³ - you are entitled to accrue 24 work days of Vacation Leave each year. • Other EPA⁴ - the governing board of the independent agency determines the amount of Vacation Leave accrual. <p>The maximum number of unused vacation days that may be accrued and carried forward from one year to the next is 30 work days. Vacation leave in excess of 30 days is automatically converted to sick leave at the end of the fiscal year. Upon separation from employment, unused accumulated Vacation Leave is paid in a lump sum not to exceed 30 days for full-time employees (pro-rated for part-time employees). Leave for part-time employees (halftime or more) is computed as a percentage of total amount provided to full-time employees. <u>Exception:</u> Pay out of leave upon separation of employment for SAAO Tier 2 and EPA Instructional and Research Non-Faculty employees who are employed an aggregate of 24 months or less by one or more state or local governmental agencies, is equal to one day for each month worked less the number of days of annual leave taken during the employment period.</p> <p>If you are appointed to an SPA⁵ position on a full-time basis, you earn vacation based on your length of Total State Service as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #D9D9D9;"> <th>TOTAL STATE SERVICE</th> <th>HOURS PER MONTH</th> <th>DAYS PER YEAR</th> </tr> </thead> <tbody> <tr> <td>Less than 2 years</td> <td>7 hrs. 50 mins.</td> <td>11 ³/₄</td> </tr> <tr> <td>2 but less than 5 years</td> <td>9 hrs. 10 mins.</td> <td>13 ³/₄</td> </tr> <tr> <td>5 but less than 10 years</td> <td>11 hrs. 10 mins.</td> <td>16 ³/₄</td> </tr> <tr> <td>10 but less than 15 years</td> <td>13 hrs. 10 mins.</td> <td>19 ³/₄</td> </tr> <tr> <td>15 but less than 20 years</td> <td>15 hrs. 10 mins.</td> <td>22 ³/₄</td> </tr> <tr> <td>20 or more years</td> <td>17 hrs. 10 mins.</td> <td>25 ³/₄</td> </tr> </tbody> </table> <p>The maximum accumulation at the end of the calendar year that can be carried forward to the next calendar year is 240 hours. Any excess above 240 hours is transferred to Sick Leave at the calendar year-end. Scheduling and use of Vacation Leave requires prior management approval. Upon separation from employment, unused accumulated Vacation Leave is paid in a lump sum not to exceed 240 hours for full-time employees. Leave for part-time employees (20 but less than 40 hours) is computed as a percentage of the total amount provided to full-time employees.</p>	TOTAL STATE SERVICE	HOURS PER MONTH	DAYS PER YEAR	Less than 2 years	7 hrs. 50 mins.	11 ³ / ₄	2 but less than 5 years	9 hrs. 10 mins.	13 ³ / ₄	5 but less than 10 years	11 hrs. 10 mins.	16 ³ / ₄	10 but less than 15 years	13 hrs. 10 mins.	19 ³ / ₄	15 but less than 20 years	15 hrs. 10 mins.	22 ³ / ₄	20 or more years	17 hrs. 10 mins.	25 ³ / ₄
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Leave Eligibility Categories:

¹ **SAAO Tier 1:** The President, the vice presidents, associate vice presidents, assistant vice presidents and other members of the President’s professional staff designated by the UNC Board of Governors on recommendation of the President who are appointed on a permanent basis.

² **SAAO Tier 2:** Members of the President’s professional staff other than those identified under SAAO Tier 1 who are appointed by the UNC Board of Governors on a permanent basis.

³ **EPA Instructional/Research Non-Faculty:** Employees exempt from the State Personnel Act who are appointed by the UNC Board of Governors on a permanent basis.

⁴ **Other EPA:** Employees who are appointed on a permanent basis by an independent agency that has been assigned to the Office of the President/General Administration.

⁵ **SPA:** Employees subject to the State Personnel Act (SPA) who are appointed on a probationary, time-limited or permanent basis.

Leave/Holidays	Description
Sick Leave	Sick Leave accrual is in proportion to the percentage of time you work. If you work full-time, you earn one eight hour day each month up to a maximum of 12 days per year with no overall limit. Sick Leave is carried forward from one year to the next.
Community Service Leave	Community Service Leave shall be granted to employees for parent involvement in child's school, voluntary involvement in schools or Community Service organizations, or tutoring or mentoring in schools. UNC provides up to 24 hours each year <u>or</u> 1 hour per week up to 36 hours that schools are in session each year for tutoring or mentoring. This amount is prorated for employees who work part-time. There are also special guidelines that apply to blood and bone marrow donorship, and disaster relief service. Community Service Leave not taken cannot be carried forward from one year to the next, transferred between State agencies or paid out upon separation of employment.
Holidays	UNC provides 11 to12 paid holidays each year. The University issues a schedule each year. Holidays are prorated for employees who work part-time.
Other Leaves	<ul style="list-style-type: none"> • Civil Leave • Family and Medical Leave (including maternity leave) • Leave of Absence Without Pay • Military Leave • Shared Leave • Workers' Compensation Leave

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