

ADMINISTRATIVE MEMORANDUM

SUBJECT Policies Concerning Leave Entitlement of Senior
Administrative Officers of The University of
North Carolina

NUMBER 235

DATE April 7, 1986

To insure clear understanding and consistent implementation of longstanding practices concerning the leave entitlements of senior administrative officers of The University of North Carolina, the Committee on Personnel and Tenure of the Board of Governors on March 14, 1986 concurred in the following codification of policies:

1. Annual vacation leave.

A senior administrative officer shall be entitled to 24 work days of annual leave each year. The maximum number of unused days of annual leave that may be accrued and carried forward from one year to the next shall be 30 work days. A senior administrative officer who has accrued unused annual leave as of the date of discontinuation of employment shall be paid for such unused annual leave.

2. Sick leave.

A senior administrative officer shall be entitled to such sick leave and maternity leave as may be prescribed for employees subject to the State Personnel Act.

3. Miscellaneous leaves of absence.

A senior administrative officer who desires a leave of absence, without pay, for an interval of 90 days or less must obtain the approval of the President (based upon the recommendation of the Chancellor with respect to employees of a constituent institution), who shall report all such arrangements to the Board of Governors. A leave of absence exceeding 90 days requires the approval of the Board of Governors.

For purposes of the foregoing leave policies, senior administrative officers of The University of North Carolina consist of the President [N.C.G.S. 116-14(a)]; those member of the presidential staff elected by the Board of Governors on nomination of the President and designated as senior administrative officers [N.C.G.S. 116-114(b)]; the Chancellors of the constituent institutions [N.C.G.S. 116-11(4)]; and the vice chancellors, provosts, deans, and such other officers of equivalent rank and responsibility as may be designated by the Board of Governors as senior academic and administrative officers of the constituent institutions [N.C.G.S. 116-11(5)].



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