

25 NCAC 01E .0315 LEAVE RECORDS

- (a) Each agency shall maintain annual records for sick leave for each employee and balance them at least once each year.
- (b) Agencies shall retain sick leave records for all separated employees for a period of at least five years from the date of separation.

History Note: Authority G.S. 126-4;
Eff. February 1, 1976;
Amended Eff. October 1, 2004; July 1, 1995; January 1, 1983;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4, 2016.