

## **25 NCAC 01E .1605 LEAVE ADMINISTRATION**

Each agency shall administer the Volunteer Service and Child Involvement Leave program as follows:

- (1) Employees shall receive approval from their supervisor to use Volunteer Service and Child Involvement Leave. The agency may require that the leave be taken at a time other than the one requested, based on the needs of the agency. The agency may require proof that community service leave taken is being utilized within the purpose of this Section.
- (2) Leave shall only be requested and approved for Volunteer Service that occurs during the employee's regularly scheduled hours of work. Agencies with shift employees regularly scheduled to work evening or night shift may allow the use of Volunteer Service and Child Involvement Leave in situations where the employee's participation in Volunteer Service and Child Involvement Leave outside of the work schedule impacts the employee's normal sleep period, and if the agency can maintain coverage at the workplace.
- (3) Travel time may be included in approved time for Volunteer Service and Child Involvement Leave, but only for the time that intersects the employee's regular work schedule.
- (4) If an employee transfers to another State agency, any balance of the Volunteer Service and Child Involvement Leave not used shall be transferred to the new agency. Under the tutoring and mentoring or literacy leave option, the employee shall secure approval from the new supervisor to continue with that option prior to the transfer.
- (5) Leave not taken in a calendar year is forfeited; it shall not be carried over into the next calendar year.
- (6) Employees shall not be paid for this leave upon separation from State government.
- (7) The use of Volunteer Service and Child Involvement Leave shall be reported separately from all other paid leave. Employees and supervisors are responsible for accurate reporting of the use of Volunteer Service and Child Involvement Leave on the employee's time record.

*History Note: Authority G.S. 126-4;  
Eff. July 18, 2002;  
Amended Eff. April 1, 2015;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4, 2016;  
Amended Eff. November 1, 2020.*