

25 NCAC 01E .0211 LEAVE RECORDS

- (a) Each agency shall maintain leave records for each employee and balance them at least once by the end of each calendar year.
- (b) Agencies shall retain 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; January 1, 1983; March 1, 1980;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4, 2016.