SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES **PERSONAL OBSERVANCE LEAVE**	Policy 4.02.20

1. Purpose – Southwestern Community College supports a work environment that fosters respect for all employees without regard to race, religion, color, national origin, sex, age, disability, genetic information, or status as a covered veteran, in accordance with all applicable federal and state laws. To assist employees who may have days of personal significance that are their own, outside of any cultural or religious tradition, we provide up to eight hours of fully paid leave to eligible employees. This personal observance leave may be used on any day of significance, including days of cultural, religious, or personal observation.

2. Eligibility

    a. Personal Observance Leave is available only to full-time permanent, probationary, or time-limited employee. Temporary employees, interns, and contractors are not eligible for Personal Observance Leave.

    b. New hires are eligible for leave upon their hire date.

3. Amount of Leave

    a. Full-time current employees will receive eight (8) hours of Personal Observance Leave each calendar year. The leave will be credited to employees on January 1st of each year.

    b. Employees must take a full eight (8) hours of leave during their regular shift. If their shift is longer than eight (8) hours they may use compensatory time or vacation leave to cover the remaining leave hours.

    c. Personal Observance Leave has no cash value and does not carry over each year. Leave unused within a calendar year is forfeited.

    d. Leave cannot be transferred to other employees.

4. Use of Leave

    a. Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee's own religious or cultural background.

    b. Employees may use Personal Observance Leave prior to exhausting any accumulated compensatory time (comp time).

    c. This leave may not be used as sick leave.

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES **PERSONAL OBSERVANCE LEAVE**	Policy 4.02.20

5. Approval of Leave

    a. Employees must receive prior approval from their immediate supervisor to use this leave.

    b. Supervisor's will make every attempt to honor all leave requests, but may decline requests based on staffing needs.

    c. Supervisors may not require a justification of the employee's request to use the leave.

Legal Citation: N.C.G.S. § 115D-20

Adopted: August 9, 2022

Effective: August 1, 2022

Amended: September 22, 2026