

DIVISION OF PARKS AND RECREATION

March 2, 1989

Staff Directive 89-6

TO: All Employees

FROM: William W. Davis, Ph. D., Director

SUBJECT: NRCD Application For Leave Form

Effective immediately, the attached NRCD Application for Leave form shall be used when requesting leave. All three copies of the form are to be submitted to your supervisor for approval. After leave has been approved, the supervisor retains the original copy, the employee retains the yellow copy and the pink copy is to be attached to the employee's monthly timesheet.

A supply of these forms will be kept in the section, district and park offices for employees use.

As we are implementing the use of these new forms, let me take this opportunity to remind staff of the departmental policies relating to vacation leave, compensatory (comp) time, and sick leave. While it is important that we work within the policy of encouraging staff to take the leave time earned to refresh their mental and physical resources, it must be done within the framework established for managing an efficient organization.

Vacation Leave - The primary purpose of vacation leave is to give employees a break from their routine work schedules. It can, however, be used for personal illness, absences during adverse weather, or other personal reasons. Vacation leave must always be approved in advance. This does not mean dropping a leave slip on the supervisor's desk or putting it in the mail on the way out the door. That practice does not give the supervisor an opportunity to see that schedules are coordinated and the organization's work is accomplished. Unless there is an extreme emergency, the leave slip should be submitted, signed, and returned to the employee before the leave period is started. If an emergency does occur, the employee must call the supervisor and request the leave prior to beginning the leave period.

Compensatory Time - Comp time, granted on an hour-for-hour basis, is available to all exempt from the Fair Labor Standards Act (overtime). Most administrative, supervisory, and field staff in the division are exempt. The comp time category was established to give the agency and employee some flexibility in scheduling necessary work. It was not set up as a means to regularly adjust a normal work schedule. An employee must obtain prior approval

from their supervisor before either working or using comp time. As with vacation leave, this does not mean putting a note in the mail. It means that a request must be submitted, authorized, and returned before working or using the leave time. Staff Directive 86-2 gives supervisors the authority and responsibility to establish procedures for approving comp time. It also creates a 40 hour cap, which is still in effect, that establishes that once an employee accumulates 40 hours of comp time, they must take some time off before they can work additional comp time hours. This cap is also the supervisor's responsibility to manage and control. Comp time is not cumulative. On the last day of February each year, unused comp time is forfeited.

Sick Leave - Sick leave was established to provide an employee with time to recover from an illness or injury which prevents them from performing their usual duties. It also may be used for medical appointments for an illness or death of an immediate family member. When the use of sick leave is planned, it must be approved in advance. However, when the sickness or injury is unplanned, the employee must complete the required forms on the first day of return to work.

All employees are expected to adhere to these guidelines. They are spelled out in the State Personnel Manual, State Employee's Handbook, Staff Directives, and on the NRCD Application:for Leave form. They are designed for both the employees' protection and the agency's effective operation. Your cooperation in this matter will be appreciated.

Any questions concerning the use of this form or clarification of leave policies should be addressed to Judy Warren or Jo Hinton, Division Personnel Section.

WWD: jbw

Attachment

N.C. DEPARTMENT OF NATURAL RESOURCES AND COMMUNITY DEVELOPMENT

Application for Leave

All annual leave or compensatory time to be taken must be approved in advance except in cases of emergency. Requests for sick leave must be completed on the first day of return to work.

Date:

TO:

Division:

FROM:

Section/Unit:

I request

(hours)

compensatory Time

Annual Leave

Sick Leave

Other, specify

(CHECK ONLY ONE. A separate form must be used for each type of leave.)

Beginning:

Hour

Day

Month

Year

Ending:

Hour

Day

Month

Year

Emergency Phone Number: (

Earned leave balance of this date:

hrs. compensatory
hrs. annual
hrs. sick
hrs. other, specify

Remarks:

Applicant's Signature

Date

Approved

Denied

Supervisor's Signature

Date