



## 08.216 OTHER LEAVE AND TIME KEEPING CATEGORIES

<b>Authority:</b>	Chancellor
<b>History:</b>	Updated March 2021; Revised August 2017; April 22, 2010; Revised and Reformatted, January 1, 2007; supersedes former Policy No. HR 2.10F
<b>Source of Authority:</b>	UNC Policy 300.3.1[R]
<b>Related Links:</b>	Office of State Human Resources Manual: <a href="#">Communicable Disease Emergency</a> ; <a href="#">Civil Leave Policy</a> ; <a href="#">Leave Without Pay</a> ; <a href="#">Military Leave</a> ; and <a href="#">Other Management Approved Leave Policy</a> ; <a href="#">Policy 05.331 Communicable Disease Policy Statement</a>
<b>Responsible Office:</b>	Human Resources

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### I. Purpose

The purpose of this policy is to offer guidelines on time keeping categories that are not otherwise covered in separate policies.

### II. Scope

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments are covered under this policy, except where indicated otherwise. Temporary, intermittent, or part-time (less than half-time) EHRA and SHRA employees are not covered under this policy, except for the policies regarding breaks and work-time.

### III. Policy

This policy includes timekeeping categories not covered in the following policies: [Adverse Weather and Emergency Event](#); [Compensatory Time \(Overtime\)](#); [Family & Medical Leave Act](#); [Family Illness Leave](#); [Vacation Leave](#); [Bonus Leave](#); [Sick Leave](#); [Community Service Leave](#); [Military Leave](#); and [Holidays](#). Any type of leave or holiday time, although paid time, is not considered as work time for the purpose of determining overtime.

#### A. Blood, Bone Marrow, and Organ Donorship

##### 1. Donation of Blood and Bone Marrow

Time donating whole blood, pheresis procedure and bone marrow transplant is recorded by giving reasonable time off during regular working hours. It is paid and recorded as hours worked. It is not counted as work time for determining overtime.

##### 2. Reaction

Time lost due to adverse physical reactions resulting from subsection (1) above is recorded as either sick or vacation leave.

### 3. Donation of Organ

Up to thirty days of paid leave may be granted for Organ Donation. Contact Human Resources for additional information

## B. Breaks

Breaks are not required, but one 15-minute paid break during any work period of four consecutive hours may be permitted as operational requirements and working conditions warrant. Full-time employees may generally take one 15-minute paid break during the first half of their shift (prior to the meal period) and one 15-minute break during the second half of their shift (after the meal period). Breaks may not be combined with the meal period itself or with another break, may not be used in order to report to work late or leave early, and may not be used in conjunction with any type of leave. Breaks may not be accrued; if not taken during specified time frames, breaks are lost. It is counted as regular paid work time.

## C. Call-Back Time

Call-Back Time applies when an employee is called back to the university for an emergency outside regular working hours. "Call-Back Time" begins when the employee receives the call and includes reasonable travel time to work. "Call-Back Time" terminates when the work is completed and the employee leaves the university.

The employee is guaranteed a minimum of 2 hours compensatory time. If time worked is less than 2 hours, the difference between the 2 hour minimum and time actually worked is classified as Call-Back Time. Any hours classified as Call-Back Time count as hours worked when determining overtime.

## D. Civil Leave

Civil Leave is applied when an employee must report for jury duty or is acting as a third party witness under subpoena, and will be applied in accordance with the procedures in the OSHR Civil Leave policy. It is paid as regular time. It is not counted as work time for determining overtime. The employee must provide a copy of the official summons to the supervisor when time-off is requested.

## E. Disaster Service Leave

Disaster Service Leave applies when the employee is a certified disaster service volunteer of the American Red Cross and the employee is requested by the American Red Cross to participate. The disaster must be within the United States and designated as Level III or higher by the American Red Cross. Leave with pay may be granted, not to exceed 15 workdays in any 12-month period, with supervisory approval. The decision to grant leave rests in the sole discretion of management based on the work needs of the university. It is not counted as work time for determining overtime.

## F. Educational Leave/Time Off

Educational Leave/Time Off applies to academic courses taken for credit or for non-credit at an accredited educational institution. Educational leave with pay is limited to one course per academic term, not to exceed five credit hours. Also, see Training Opportunities in Section III.L of this policy.

1. Required courses are recorded and paid as time worked. Time used for required classes is counted as work time for determining overtime.
2. Job-related courses which are not required may be recorded and paid as Educational Leave (ED). Time used for classes which are not required is not counted as work time for determining overtime.
3. Courses which are part of a degree program that is mutually beneficial to the employee and to the university may be recorded and paid as Educational Leave (ED). It is not counted as work time for determining overtime.
4. For courses of general interest or as a part of a degree program that is not mutually beneficial, the time will be recorded as vacation, comp time, time without pay, or the employee may make up the time lost. It is not counted as work time for determining overtime.

## G. Emergency Services

Employees who lose work time by participating in volunteer emergency and rescue services within a limited area in response to real or eminent danger to life or property, as requested by the Chancellor or civil authorities during extreme emergencies, receive regular pay. It is not counted as work time for determining overtime. Work time lost for non-emergency community services outside of [Policy 08.214 Community Service Leave](#) must be charged to a leave account or made up, with supervisory permission. Also see Section III.E of this policy, "Disaster Service Leave."

## H. Leave without Pay

Employees may request leave without pay for education, vacation, or any other reason deemed justified by the department head, generally not to exceed 6 or 12 months, depending on the reason requested in accordance with Office of State Human Resources policy. Requests must be approved in advance by the employee's department head and Human Resources (for SHRA and EHRA employees). An employee absent from work without approved vacation or sick leave may be involuntarily placed on leave without pay, and in some cases may be terminated for unavailability for work when leave is exhausted. Specific procedures for leave without pay requests may be obtained by contacting Human Resources.

## I. Meal Periods

If the meal period is at least 30 minutes long and the employee is completely free from assigned work, it is not counted as work time. Employees assigned to work a 6-hour or longer shift *must* be scheduled for at least a 30-minute meal break during the shift.

If an employee is required (or permitted) to take a meal period at the work station and is required to work while eating, it is counted as work time, including for determining overtime.

#### J. On-Call Time

On-Call Time applies when a designated non-exempt employee is required to wear a pager or remain near a telephone for call-back to the university during non-working hours. The department must first work with Human Resources to designate a position as eligible for “on-call status.” Further the department must designate the exact hours of each on-call assignment.

Special compensation rates apply for on-call hours. On-Call hours are not counted as work time for determining overtime.

#### K. Shift Premium Time

Shift Premium Time applies when an employee is regularly scheduled (or substitutes) to work on an evening or night shift where more than half the work shift falls between 4 p.m. and 8 a.m.

A paid shift premium (10% of regular pay rate) is given in addition to the regular pay rate for each hour worked. Shift premium is not paid for hours not actually worked such as vacation leave, sick leave, holidays, and other paid time not construed as work time. Shift premium is not paid to temporary employees.

#### L. Training Opportunities

For an employee’s time to be counted as a Training Opportunity, the activity applies generally to workshops or seminars, usually for non-credit and of short duration. See [Policy 08.410 Training and Staff Development Educational Options](#) for complete information on training and development opportunities.

1. Required. Where training is required by a supervisor to assist an employee in gaining skills in their current job, it is recorded and paid as hours worked. It is counted as work time for determining overtime.
2. Related. Where the training is related to the employee’s current position or to the position’s classification series, it is recorded and paid as hours worked. It is counted as work time for determining overtime.
3. Enhance. Where the training will enhance the employee’s career opportunities (as part of the employee’s personal goals discussed in his or her work plan), it is recorded and paid as hours worked. It is counted as work time for determining overtime.
4. Sponsored. Where the training involves non-academic courses which are sponsored by UNCW for general information (such as PREPARE, Sexual Harassment, Drugs & Alcohol Abuse), it is recorded and paid as hours worked. It is counted as work time for determining overtime.
5. General and Separate. Where the training consists of general non-academic courses

of interest, but is not a part of the employee's work plan or career goals, it is recorded as vacation, comp time, or time without pay, or the employee may make up the time lost. It is not counted as work time for determining overtime.

#### M. Travel Time

1. Commute. No compensation is allowed for time spent commuting to and from work, except for one-way travel to work on call-back.
2. Site to Site. Time spent traveling from one work site to another work site during regular working hours is recorded and paid as work time. It is counted as work time for determining overtime.
3. Driving Time. Time spent driving a motor vehicle when traveling for the state, except for meal time, is recorded and paid as work time. This policy applies during regular working hours and also outside regular working hours. It is counted as work time for determining overtime.
4. Passenger Time. Time traveling as a passenger while on state business as follows:
  - a. During regular working hours, including hours worked on corresponding hours on non-working days, the time is recorded and paid as work time. It is counted as work time for determining overtime.
  - b. Outside of regular working hours, the time is recorded and paid as regular time, but not counted as work time. It is not counted as work time for determining overtime.

#### N. Voluntary Shared Leave

Employees may donate unused vacation leave to another employee who would otherwise lose salary because of a major medical illness (see [Policy 08.220 Voluntary Shared Leave Program](#))

#### O. Work Time

All time during which an employee is required or permitted to work which generally includes all hours from the beginning to the end of the workday (including 15-minute breaks), except for periods when the employee is relieved of all duties for meal periods or other absences covered by approved leave, is recorded and paid as regular hours worked. It is counted as work time for determining overtime.