

PAYROLL REPORTING

Payroll is processed through Timekeeper on the ISIS system. The School Finance Officer is required to enter all absences, substitute information, and changes for Group 1 (10 month employees), Group 3 (Child Nutrition & Bus employees), and Group 5 (11 & 12 month employees) through the Timekeeper Payroll Portal.

ALL Employees are required to sign in on Timekeeper using an ID number and a Pin number (First time PIN numbers will be the same as the ID number. The system requires the PIN be changed after signing into Timekeeper for the first time). The only employees that are required to sign out for lunch and upon leaving are the Non-Certified Employees. Any time worked over 40 actual hours for Non-Certified Employees will be converted to Comp Time when records are processed. Every employee must approve their timesheet electronically. The Principal or Director MUST approve the Non-Certified Employees timesheets electronically by the deadline or the employee WILL NOT get credit for time worked.

All changes MUST be entered by 10:00 am on the absence cutoff date. A calendar will be provided every school year that lists the cut off dates for absences. You MUST have a completed change form before entering any record in Timekeeper (absences, time worked, sign in/out time, etc.).

The School Finance Officer must run reports to determine if there are discrepancies that need to be corrected before records are processed. The reports are found in the Payroll Module under the Timekeeper and Reports tabs. Administrator and Employee approvals can be checked under the Timekeeper tab – Manage Time Sheets. Messages can be posted through Timekeeper so that everyone at your school that signs in or out will be able to read. You can enter this message under the Timekeeper tab – Alerts Setup.

A turnaround document will only be sent for the month of August. We ask that you use this report to notify us of any employees listed at your school that are not there, or any employees who are at your school, but are not listed on the turnaround. It is important that you notify us of any changes in personnel at your school, so that we do not overpay or fail to pay anyone.

Leave Reporting:

Key in your absences using the correct absence code (list of leave codes included) and attach any substitutes to be paid using Timekeeper. You MUST enter in the correct Pay Period for subs to be paid correctly.

According to Surry County School Board Policy, all leave except Comp Time must be taken in 1/2 or whole days only. This applies to all employees except Child Nutrition.

In the event a person has to go off payroll, all leave to be used before separation date must be reported and posted on the final check. Therefore, absences must be sent to the Payroll Department to enter and can not be entered in Timekeeper. This process is used when a person will be out for an extended period of time either for maternity leave, surgery, resignation, and retirement.

IMPORTANT !!!

If you realize an employee is leaving or will be out for an extended period after the absence cut off date, PLEASE NOTIFY PAYROLL IMMEDIATELY. We can void and rewrite the check if it is not direct deposit. If it is direct deposit we can do a void as long as we know at least three days prior to the pay date. If we are not aware of a situation, the employee will get overpaid and could owe us money.

Reporting Substitutes for Professional/Staff Development Leave:

The “Professional Meeting Attendance” form should be used when reporting these substitutes. List the meeting attended, teacher, the substitute’s id number and name, date(s) the substitute taught, and the number of days to be paid. List the account code to be used to pay the substitute. Some substitute pay will be reimbursed by the agency sponsoring the meetings. If this is the case, write, “To be reimbursed” on the account code line and attach the reimbursement form, if you have it, to the Professional Meeting form. The Center for the Advancement of Teaching usually sends a reimbursement form directly to this office. In the event the teacher is attending a meeting at the center, payroll will have the reimbursement form and we will complete it from here. Professional Meeting forms should be sent to the appropriate Director for approval as they happen. You will enter a Reason 4 in Timekeeper for the Teacher’s absence and once we receive the approved form in our office, we will attach the Sub to the absence.

Note: Please make copies and send your information to the appropriate Director. Please use a separate form for each “PRC” as they must be approved prior to paying.

The required codes for reporting absences are as follows:

Absences for Employing Non-Certified Substitutes	
<u>Codes</u>	<u>Pay Status</u>
01 Sick Leave	No Deduction
03 Extended Sick	\$50 Deduction
04 Professional Development	No Deduction
06 Personal Leave	\$50 Deduction
07 Absence Without Pay	Days Pay

Absences for Employing Certified Substitutes	
<u>Codes</u>	<u>Pay Status</u>
11 Sick Leave	No Deduction
13 Extended Sick	\$50 Deduction
14 Professional Development	No Deduction
16 Personal Leave	\$50 Deduction
17 Absence Without Pay	Days Pay

OTHER ABSENCES	
<u>Codes</u>	<u>Pay Status</u>
10 Child Involvement Leave	No Deduction
20 Annual Leave	No Deduction
22 Annual Leave for Catastrophic Illness	No Deduction
26 Personal Leave Non Protected Workday	No Deduction
28 Bonus Leave	No Deduction
29 Special Bonus Leave	No Deduction
50 Annual Leave Donated	No Deduction
51 Sick Leave Donated	No Deduction
52 Donated Leave Used	No Deduction
54 Jury Duty / Military Leave	No Deduction
58 Comp Time	No Deduction
62 Floating Holiday	No Deduction

PAYROLL GROUPS

We have three payroll groups for which we need information from your school before processing checks each month.

Group #1. 10-MONTH EMPLOYEES – This group includes Teachers, Teacher Assistants, Instructional Support, and Substitutes. 10 Month Employees are paid for the calendar month based on their salary. The cutoff date for absences is the first Friday of every month. Checks are dated the last workday of each month. Professional Meeting/Staff Development substitutes are paid with this group. Review the instructions for reporting these substitutes and follow the guidelines under payroll reporting.

Group #3. CHILD NUTRITION / BUS – Employees are paid on the 15th of the month unless it falls on a weekend. These employees will sign in and out in Timekeeper and will be paid based on the number of hours worked. The payroll cutoff will be the last Friday in each month. Employees, Assistant Principals, and Managers must complete time record approvals. Contracts for Bus Employees are established to determine eligibility of benefits.

Group #5. 11 & 12-MONTH EMPLOYEES – This group includes Principals, Assistant Principals, School Finance Officers, 12-month Teachers, Instructional Specialists, High School Guidance, Central Office Staff, Maintenance, Custodians, and Transportation. 11 & 12 month employees are paid for the calendar month based on their salary. The cutoff date for absences is the first Friday of every month. Checks are dated the last workday of each month.

MISCELLANEOUS

In addition to the three basic groups, you may need to pay someone who is not a part of either group. If paying from your school funds, send a check for the amount to be paid to the employee, plus the matching for social security and retirement (if it applies to the person being paid). Your school check should be attached to the form "Payments from School Funds for Services Rendered" and sent to the attention of the finance officer. Your school check will be deposited and the employee will be paid from this office in order for the earnings to be added to the employee's total wages and reported on his or her W-2 form at year end.

NOTE: Please have the information to central office before the 20th of the month to be paid by the end of the month.

Tax Forms: Employees can change their withholding status at any time. We will make the change as soon as the form is received. Please keep a supply of W-4 and NC-4 forms at your school. Call if your supply runs low and a new supply will be sent to your school.

Summer Reporting: Each school will have various programs during the summer months. Time sheets will need to be attached to the Tutor Forms. Be sure to note the program and the appropriate budget code to be used for payment. Since summer employment varies each year and with each school, it is very important that you send us the complete information in time for checks to be printed for month-end. You will receive deadlines for the summer months before the end of the fiscal year. The month of June ends our fiscal year and we will be on a very tight time schedule in order to get all checks finished in time to comply with the deadlines set by DPI in Raleigh.

Please make a note that all work performed in June must be paid in June and not carried forward into the new fiscal year.

SUBSTITUTES

Each month after the Board of Education meets an updated list of all approved substitutes is updated by Personnel. Your principal should have access to this information.

You will attach Subs to the employee's absence in Timekeeper. When using a new substitute please question them to make sure they have turned in their tax withholding information to the central office. If we do not have the tax information the substitute cannot be paid.

Each school will receive an allocation for payment of substitutes for regular classroom teacher absences. Payment of substitutes for regular classroom teacher absences should be taken from this allocation. Balances should be checked monthly to assure the funds are not overspent. Extended leave/maternity leave will be handled on a case by case basis.

Employment of Substitutes:

The local Board of Education is encouraged to make every effort to hire licensed teachers to serve as substitutes in the local school system. Substitutes may not be employed on optional teacher workdays, holidays, or annual leave days.

Units of Employment:

Employment of substitute teachers will be in units of half-days or whole-days. If teaching responsibilities are for one-half day or less, the deduction for a substitute will be for a half-day.

Salary Rates:

- (a) Holder of Teaching Certificate: The rate of pay for a substitute who currently holds or has held a teaching license shall be 65% of a daily rate of a beginning year teacher based on 21.5 days a month. A person who has license pending does not hold a license until it is issued.
- (b) Non-Holder of Teaching Certificate: Substitutes who do not have or have never had a teaching certificate shall be 50% of a daily rate of a beginning year teacher based on 21.5 days a month.

LEAVE DEFINITIONS

ANNUAL VACATION LEAVE

Eligibility and Rate of Earnings

All full-time and part-time permanent employees who work or are on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in a monthly pay period are entitled to earn annual vacation leave at the rate provided for State employees. Leave for a part-time employee is computed on a pro rata basis of the amount earned by a full-time employee in that class of work. A single employee working in two or more part-time positions may not earn more than the benefits allowed for one full-time position. Annual Leave may be accumulated up to 30 days as of June 30th each year with excess rolling into Sick Leave.

The rate of earning is based on the length of total State service as follows:

<u>Years of State Service</u>	<u>Days of Leave Earned per Month of Employment</u>
0 but less than 5 years	1.17
5 but less than 10 years	1.42
10 but less than 15 years	1.67
15 but less than 20 years	1.92
20 years or more	2.17

Note: Bus drivers who work less than 20 hours per week and who are not otherwise entitled to earn vacation as described above are entitled to earn one day per year (equal in length to one regular workday for each driver) if:

- a) They are employed to drive a regular daily route (i.e., they are not substitute drivers), and
- b) They were employed as regular drivers the entire previous school year.

A bus driver who is terminated or resigns before taking the leave day is not entitled to compensation for the annual vacation leave day.

Use of Annual Vacation Leave

Approval: All annual vacation leave taken by a public school employee must be with the authorization of the employee's immediate supervisor and must conform to policies established by the State Board and the Local Board of Education. Staff who requires a substitute may not use annual leave on student days unless it is for a catastrophic illness (must be approved by the Assistant Superintendent of Personnel).

Note: Annual leave is allowed on student days after the birth or adoption of a child for up to one year. Use reason 22 for these absences.

An employee who had previously earned Annual Leave may not use this leave while employed in an interim position of less than six months, a temporary position or a position of less than 20 hours per week. Annual Leave (up to 30 days) would be paid out in these circumstances.

BONUS LEAVE

Eligibility and Rate of Earnings

Bonus vacation leave was received in three special distributions. For the 2002-2003 fiscal years, only full-time and part-time permanent employees who were eligible to earn leave on September 30, 2002 were eligible to receive bonus vacation leave. School employees who received salary increases based on the salary schedules approved in the 2001 modified budget (S.B. 1115) were not eligible for bonus vacation leave.

For the 2003-2004 and the 2004-2005 years, additional bonus vacation leave was awarded to certain employees (those eligible to earn paid leave that were not paid from a teacher or administrator salary schedule).

In each of the three special distributions, eligible employees in permanent full-time 12-month positions received the full amount of bonus vacation leave. The leave was received pro rata if employed less than full-time and/or less than 12-months.

The bonus vacation leave balance is tracked separately and carried forward each year until used or paid out at retirement or separation. (It is not included in the 30 day limit of the annual vacation leave which can be carried forward on June 30 each year and does not roll into sick leave.)

Use of Bonus Vacation Leave

Bonus vacation leave can be used under the same circumstances and provisions as annual vacation leave.

SICK LEAVE

Eligibility and Rate of Earning

- (a) Full-time employees: All permanent, full-time employees working or on paid leave (including paid holidays and workers' compensation) one-half or more of the workdays in any monthly pay period earn one sick day per month, or the number of hours worked daily by a full-time employee in that class of work up to a maximum of eight hours.

- (b) Part-time employees: All permanent, part-time employees working or on paid leave (including paid holidays and workers' compensation) for one-half or more of the workdays in any monthly pay period earn sick leave computed on a pro rata basis of the amount earned by a full-time employee in that class of work. A single employee working in two or more part-time positions may not earn more than the benefits allowed for one full-time position.

Permanent, part-time employees previously employed in a full-time position retain the balance of sick leave earned in the prior position upon transferring to a part-time position.

- (c) Units: Sick leave must be used in one-half days or whole days as determined for earning purposes by the local board. Only sick leave taken on an employee's workday shall be deducted from the employee's sick leave balance.

- (d) Accumulation: Sick leave may be accumulated indefinitely.

Purposes for Which Sick Leave May be Used

- (a) Any actual period of temporary disability caused by or contributed to by personal illness or injury, which prevents an employee from performing his or her usual duties. Sick leave due to pregnancy, miscarriage, abortion, childbirth, or postnatal recovery must be treated in the same manner as any other temporary disability. Sick leave may be used during the 60-day waiting period for short-term disability or in lieu of short-term disability benefits.
- (b) Up to 30 days of earned sick leave may also be used to care for a child placed with an employee for adoption. (These days should be consecutive and within the first 12 months following the adoption, unless otherwise agreed upon between the employee and the LEA administration.)
- (c) Medical appointments of the employee.
- (d) Illness in the immediate family and medical appointments related to the illness that necessitates the employee's attendance.
- (e) Death in the immediate family.
- (f) The length of leave granted for illness or death in the immediate family is determined by the local administrative unit based on individual employee need.
- (g) Whenever possible, employees should give 30 days advance notice of plans to take sick leave for elective medical or surgical procedures or for childbirth.
- (h) Military caregivers may choose to exhaust available sick and/or vacation/bonus leave, or any portion, or go on leave without pay to care for an injured family member.

Immediate Family

As used in these North Carolina LEA benefit policies "immediate family" means the Employee's:

- (a) Spouse,
- (b) Children,
- (c) Parents,
- (d) Brothers,
- (e) Sisters,
- (f) Grandparents,
- (g) Grandchildren, and
- (h) Dependents living in the employee's household.

Also included are the step, half, and in-law relationships.

Verification of Need for Sick Leave

The superintendent may require a statement from a medical doctor or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness, or death in the family.

Limitations on Sick Leave

Sick leave may not be used while on leave without pay or on holidays and annual vacation leave days scheduled in the school calendar. An absence covered by workers' compensation is not considered to be a leave without pay.

Sick leave may be used on any workday or student day including the first day employees in permanent positions report to work.

Sick leave should not be used after the birth of a child once the mother has been released by her doctor.

An employee who had previously earned sick leave may not use this leave while employed in an interim position of less than six months, a temporary position or a position of less than 20 hours per week.

Advancement of Sick Leave

An employee may have advanced to his or her credit at the beginning of each year the number of days or hours of sick leave to which he or she is entitled for that school year. The supervisor shall assume full responsibility for the decision to advance sick leave to an employee.

Overuse of Sick Leave

In the event an employee separates from service before earning sick leave that has been advanced, a deduction will be made from the final salary check for the total unearned sick leave used.

Note: *When recording leave used, check leave balances and make your principal approve of any leave that goes into a minus balance. Leave should not be advanced for more than can be earned before end of the school year.*

EXTENDED SICK LEAVE

Eligibility and Rate of Earning

Extended sick leave is available to classroom teachers and media coordinators who require substitutes if they are absent due to their own personal illness or injury and have exhausted all available accumulated paid leave (sick leave, annual vacation leave, and bonus leave). In order to be eligible, the employee must be in a permanent full- or part-time position. Those qualifying are allowed extended sick leave of up to 20 workdays throughout the regular (annual) term of employment.

Use

- (a) In order for a newly hired employee to be eligible for extended sick leave, he or she must have reported to work.
- (b) The local school system may request appropriate medical verification of the need for extended sick leave.
- (c) Extended sick leave days do not have to be used consecutively.
- (d) Unused extended sick leave days do not carry forward to succeeding school years.

Deduction

Employees on extended sick leave receive full salary less the required substitute deduction. The deduction is mandatory whether or not a substitute is employed. The standard deduction is \$50 per day.

PERSONAL LEAVE

Eligibility and Rate of Earning

Personal leave is earned by classroom teachers and school media coordinators who require substitutes. In order to be eligible, the teacher must be in a permanent full- or part-time position. Personal leave is earned at the rate of .20 days for each full month of employment not to exceed two days per year. Part-time personnel earn a pro rata share of the rate for full-time teachers. Unused personal leave may be carried forward from one year to another and may be accumulated without limitation until June 30th. On June 30, personal leave in excess of 5 days is converted to sick leave so that a maximum of 5 days of personal leave are carried forward to July 1st. Upon retirement, any personal leave may also be converted to sick leave.

Note: As used in this section the term "teacher" applies to classroom teachers and media coordinators who require substitutes.

Use of Personal Leave

- (a) Personal leave may be used only upon the authorization of the immediate supervisor.
- (b) A teacher shall not take personal leave on the first day the teacher is required to report for the school year, on a required teacher workday, on days scheduled for State testing, or on the day before or the day after a holiday or scheduled vacation day, unless the request is approved by the principal.
- (c) A teacher who requests personal leave at least five days in advance shall be automatically granted the request subject to the availability of a substitute teacher. A teacher making the request cannot be required to provide a reason for the request if the request is made at least five days in advance.
- (d) Personal leave may be used on any instructional day or workday except as noted in paragraph (b) above.
- (e) Teachers using personal leave receive full salary less the required substitute deduction, except for teachers using personal leave on teacher workdays. Teachers using personal leave on teacher workdays shall receive full salary. Teachers may use up to their accrued amount of personal leave on teacher workdays in accordance with paragraphs a, b, c and d above.

Limitations on Personal Leave

- (a) Personal leave should be used with due and proper consideration given to the welfare of the students and teachers alike and shall not be advanced.
- (b) Personal leave may not be used during summer employment.
- (c) When a teacher is no longer eligible to earn personal leave, that teacher may not use previously accumulated personal leave.
- (e) When a teacher resigns or separates from service, personal leave cannot be paid out in lump sum.

PROFESSIONAL LEAVE

While not earned like other kinds of leave, only permanent employees are eligible for educational / professional leave.

Local superintendents or a designated assistant must approve absences of employees who attend professional meetings. Such absences may be allowed for up to 3 successive days to attend in-state meetings or 5 days for meetings out of state. Absences may not exceed 10 days per school year. These absences will be with full pay, less substitute pay as appropriate.

The 10-day limit will not apply to any person who is local or district president or president-elect, state or national officer of a professional education association or is National Teacher of the Year. The State Superintendent, DPI, shall determine eligibility of professional educational association.

If assigned by local superintendent to participate in in-service school projects, the employee will retain full salary for such absences and substitutes, if needed, will be paid from local funds. If the absence is to attend a State-sponsored staff development activity, the employee retains full salary and substitutes are paid from State funds when such funds have been budgeted for this purpose. If the absence is to allow participation in NC Center for the Advancement of Teaching activities, substitutes must be paid for by NCCAT.

Upon recommendation of the superintendent, the local board of education may grant leave with pay for elected officers of professional organization if the organization agrees to pay full salary and benefits of the employee. During such absence, the employee will continue to earn all leave benefits / holidays.

OTHER LEAVE

Reason 7: Absence Without Pay: Deducts a daily rate of pay from the check. Use reason 7 for any absences for which the employee has no other leave that can be used. Temporary employees or anyone who does not earn leave must have a reason 7 posted for any day not worked. For Example: holidays, required annual leave, medical appointments, sickness or personal leave.

Reason 54: Jury Duty / Military Leave: Full-time or part-time public school employees retain full salary when absent from work to serve on a jury. The employee is entitled to regular compensation in addition to payment for jury duty. Reason 54 can also be used if the employee is subpoenaed to appear in court. In order to use reason 54 for court attendance the, employee must not be the plaintiff or defendant for a personal matter. Reason 54 is also used for employees on Short Term Military Leave.

Required Annual Leave: Each year the school calendar has ten “X” days scheduled for instructional personnel to be on paid leave. 10 month employees are required to be off for these scheduled annual leave days. If you have temporary employees or retired contracting employees who do not earn leave, you should record reason 7 on these days.

VOLUNTARY SHARED LEAVE

Purpose

The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship because of a prolonged absence or frequent short-term absences caused by a serious medical condition.

Eligibility

Only full-time and part-time permanent employees who have exhausted all available accumulated paid leave (sick leave, annual vacation leave, and bonus leave, if applicable) are eligible to receive donated leave. An employee need not exhaust personal leave and the 20 days of extended sick leave to be eligible for voluntary shared leave. Only employees in permanent (leave earning) status can participate in the voluntary shared leave program.

An employee who is receiving benefits or is eligible to receive benefits from the Disability Income Plan is not eligible to receive donated leave. Voluntary shared leave may be used only during the required waiting period.

The superintendent shall approve or deny all requests for receipt of donated leave.

Application for Voluntary Shared Leave

An employee who, due to a serious medical condition of self or of his or her immediate family (see list under purposes for which Sick Leave may be used), faces prolonged or frequent absences from work may apply to the superintendent of the LEA for donated leave. Application may also be made by a third person acting on the employee's behalf, if the employee is unable to make application.

An employee may make application for shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave.

The following items must be included in the application:

1. A doctor's statement, and
2. An authorization for release of medical information signed by the person who is suffering the medical condition (or parent or guardian of a minor). This release may also be signed by any legally authorized party.

Donation and Receipt of Leave

(a) What Immediate Family Members May Donate.

An employee of a public school system (Local Education Agency) may donate vacation/bonus or sick leave to an immediate family member, who is eligible to receive shared leave, in any public school, state agency, or community college. An eligible employee of a public school system (LEA), may receive vacation/bonus and/or sick leave from an immediate family member in any public school system, state agency, or community college. See definition of Immediate Family previously listed.

Bonus leave may also be donated.

There is no provision for public school employees to donate leave to or receive leave from employees or family members in charter schools, or in county agencies of mental health, public health, social services or emergency management including those covered by the State Personnel Act.

Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave.

Donors may not reduce their leave balance(s) below one-half of what can be earned in a year.

(b) What Non-Family Members May Donate.

An LEA employee may donate the following leave to a non-family member:

1. An employee may donate vacation or bonus leave to an employee of the same or another LEA. (Sick leave can be donated under the provisions of 3 below.)
2. An employee may donate vacation or bonus leave to a coworker's immediate family who is an employee in a state agency or community college.
3. An employee of an LEA may donate sick leave to a nonfamily member in the same or another LEA under the following provisions:
 - i. The donor shall not donate more than five days of sick leave per year to any one nonfamily member;
 - ii. The combined total of sick leave donated to a recipient from a nonfamily member donors shall not exceed 20 days per year;
 - iii. Donated sick leave shall not be used for retirement purposes,
 - iv. Donors may not reduce their sick leave balances below one-half of what can be earned in a year
 - v. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave.

There is no provision for public school employees to donate leave to or receive leave from employees in charter schools, or in county agencies of mental health, public health, social services or emergency management including those covered by the State Personnel Act.

(c) Receiving Donated Leave.

Approved LEA employees may receive sick leave from both family members and non-family in LEAs. The combined total of sick leave received from nonfamily members shall not exceed 20 days per year. Approved LEA employees may receive sick leave only from immediate family members in community college institutions and state agencies. Donated sick leave shall not be used for retirement purposes.

Approved LEA employees may receive vacation/bonus leave from employees of their own or other LEAs and from immediate family and their coworkers in community college institutions and state agencies.

- (d)** All leave donations must be to a designated employee approved for receipt of donated leave and may not be made to a pool or bank.
- (e)** All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.
- (f)** For the purposes of voluntary shared leave, all leave donated will be credited to the recipient's sick leave account.
- (g)** The minimum amount of leave donated must be one-half of a day.
- (h)** The donating employee may not receive compensation in any form for the donation of leave. Local boards shall adopt policies stating that acceptance of remuneration for donated leave will result in dismissal.

Length of Leave

- (a) The superintendent of the LEA will determine the length of the leave. The leave granted may not exceed the maximum described below in (b). Under no circumstances may the use of voluntary shared leave exceed the employee's period of treatment and recovery.
- (b) An employee may normally receive no more than 130 workdays of donated leave, either continuously or for the same condition on a recurring basis. After 130 workdays have been used, the superintendent may extend this limit on a month-to-month basis until the maximum number of working days occurring between the first day of use of donated leave and twelve months have been used. (This provision is only available for those that are not eligible for short term disability).

Earning Leave While Using Voluntary Shared Leave

- (a) Holidays occurring while the employee is using donated leave will be paid. Annual vacation and sick leave will continue to be earned by the employee while he or she is using donated leave. Available earned leave accrued during this period must be used by the employee prior to continued use of any voluntary shared leave.

Unused Leave

At the expiration of the period approved for voluntary shared leave as determined by the superintendent of the LEA, any unused donated leave must be returned on a pro rata basis to the donors.

LONGEVITY

Eligibility Requirements

All permanent full-time or part-time (20 hours or more per week) employees who have completed at least 10 years of total qualifying state service are eligible for longevity payments.

Earning State Service

- (a) Employees will receive full credit for each pay period they are in pay status (working, using vacation, sick, extended sick, or personal leave, on workers' compensation, or on authorized military leave) as a permanent full-time or part-time employee for one-half or more of the regularly scheduled workdays and holidays in the pay period.
- (b) Working the contract length for a complete school year (i.e., 10 months) is equivalent to one full calendar year. Credit for a partial year is given on a month-for-month basis.
- (c) An employee may not earn more than one-year of state service in a 12-month period. If an employee did earn a full year of state service in a 12-month period, summer school employment will be included in state service credit for longevity purposes provided that the employee was employed at least permanent part-time (20 hours or more per week).

Creditable Service

- (a) Employment with a North Carolina local school administrative unit.
- (b) Employment with a State of North Carolina department, agency, or institution (whether or not subject to State Personnel Act).
- (c) Employment with a local mental health, public health, social services, or emergency management agency in North Carolina if such employment was subject to the State Personnel Act. (Telephone personnel office or former employer to determine if a former employee was subject to the Act).
- (d) Authorized military leave as outlined in the military leave policies. For more details on military leave, contact the personnel office.

- (e) Employment with the General Assembly (except for participants in the Legislative Intern Program and pages). All time, both permanent and temporary, will be counted, and the full legislative terms of members.
- (f) Employment with the county agricultural extension service, if the position was subject to State Personnel Act.
- (g) Employment with other governmental units, which are now state agencies (Examples: county highway maintenance forces, War Manpower Commission, judicial system).
- (h) Employment with the community college system.

Payment

- (a) Longevity pay is automatic. Payment shall be made not later than the month following the monthly pay period in which the employee has satisfied all eligibility requirements.
- (b) The amount of annual longevity pay is a percentage of the employee’s annual rate of pay on the employee’s anniversary date. The annual rate of pay does not include bonuses, differentiated pay, Mentor Pay, or career development. The percentage is determined by the length of total state service as follows:

<u>Years of State Service</u>	<u>Longevity Pay Rate</u>
10 but less than 15 years	1.50 percent
15 but less than 20 years	2.25 percent
20 but less than 25 years	3.25 percent
25 or more years	4.50 percent