

## Policy 5.61

### Cultural, Religious, or Personal Observance Leave

Beaufort County Community College and its Board of Trustees are committed to fostering an appreciation of human diversity among students, faculty, and staff. In a June 16, 2022, email to all community college presidents from the Chief of Staff of the North Carolina Community College System (NCCCS), System leadership encouraged college Boards of Trustees to approve the provisions of Executive Order 262 under the auspices of State Board Code 1C SBCCC 200.94 (a)(20). To this end, the Board of Trustees, in keeping with the Governor's Executive Order 262 of June 6, 2022, will enable College faculty and staff to take eight (8) hours of personal observance leave related to a date of cultural, religious, or personal significance. Each part-time employee who works at least 20 hours per week will receive prorated paid leave based on the number of hours he/she works.

Personal observance leave must be used no later than December 31, 2022, or will be forfeited. The leave through Executive Order 262 will have no cash value and will not accrue with other existing employee leave if unused by December 31, 2022. Employees must obtain supervisor approval of the date used for such leave, but supervisors may not question whether an employee's identification of a particular day for personal observance leave is sincere or legitimate. Additionally, Executive Order 262 states that the Governor plans to provide personal observance leave as of January 1 in subsequent years, although this action is subject to change.

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

## Policy

### History

**Leadership Council Review/Approval Dates:** *Enter date(s) here*

**Senior Staff Review/Approval Dates:** June 28, 2022

**Board of Trustees Review/Approval Dates:** July 12, 2022

**Implementation Dates:** July 12, 2022

