



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Nancy Lipscomb, Director
Human Resources

December 4, 2015

ADMINISTRATIVE MEMORANDUM: 13-2015

TO: DPS Division Directors and Section Heads

FROM: Nancy Lipscomb, Human Resources Director *NCL*

SUBJECT: Leave of Absence

The Office of State Human Resources (OSHR) and the Office of the State Controller (OSC) have notified agencies that a Leave of Absence (LOA) action will no longer be required for employees on an approved "extended" vacation for fifteen (15) calendar days or more. Previously, any absence of fifteen (15) calendar days or greater required a LOA action regardless of the reason. Additionally, if no LOA action is required, then there is no need to change the employee's work schedule rule.

This change is effective November 1, 2015 and applies to employees who have an extended vacation on or after this date. Vacation is a benefit, and per policy, approval of the absence is discretionary, must be approved by the employee's supervisor and does not result in undue hardship on the work unit.

The standard rules still apply for all other extended absences of fifteen (15) calendar days or greater whether paid or unpaid where an LOA action will be required. This will include situations where approved leave or bonus leave is used for a reason other than an extended vacation such as an illness. For example, if an employee applies approved leave for an absence that extends beyond fifteen (15) calendar days for a Family/Medical Leave or Family Illness Leave event, the LOA rules will apply. The OSC will be monitoring absences where there are time entries that include A/A 9000 Approved Leave or A/A 9400 Leave without Pay for more than one-half the workdays in the month to ensure compliance with the rules.

Should there be any questions, please contact Ms. Darlene Yost, DPS HR Benefits Manager or Ms. Tracy Perry, DPS HR Assistant Benefits Manager. Thank you.

NL:MKS

Cc: Secretary Frank L. Perry
Commissioner Gregory K. Baker
Gregory A. Lusk, Adjutant General
Pamela Walker, Communications Director
Renee Robinson, Director of OSI
James R. Gorham, Director of Special Projects

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