



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

20 August 2019

IMPORTANT INFORMATION

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: Amendment of 1C SBCCC 400.11 – Leave Payouts

On 16 August 2019, the State Board of Community Colleges voted to amend **1C SBCCC 400.11 – Leave Payouts**. The amendment clarifies that maximum unused leave payouts for part-time employees are to be prorated based on the 240-hour maximum for full-time employees.

The rule will be effective 1 September 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC19-043
E-mail Copy**

Attachment

1C SBCCC 400.11 is amended as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

5
6 **SUBCHAPTER 400. SALARIES AND BENEFITS**

7
8 **1C SBCCC 400.11 LEAVE PAYOUTS**

9 Colleges may pay full-time employees for a maximum of 240 hours of unused annual
10 leave (prorated for part-time employees) plus any unused special leave authorized by the
11 General Assembly that has a cash value and does not expire.

12
13 *History Note: Authority G.S. 115D-5;*

14 *Eff. [October 1, 2018](#)*

15 *Amended Eff. [September 01, 2019](#)*