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## Leaves

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## Paid Time Off Policies

### Holidays

Permanent employees, employed for less than twelve (12) months a year are granted ten (10) holidays yearly. Permanent employees employed for twelve (12) months a year are granted 11 holidays yearly. Depending upon when Christmas Day falls, an extra day may be granted. The employee calendar should be referenced annually to determine the dates chosen by the CMS Board of Education as holidays.

### Annual Leave

Annual leave is earned monthly by permanent employees who are working or on paid leave for half of the workdays in a month or more. The number of days earned each month increases as years of State service increase. The chart below shows how annual leave is earned monthly. For employees who work less than 100% of a workday, annual leave is paid according to the percentage of employment. State regulations, along with regulations established by Charlotte-Mecklenburg Schools, govern when annual leave may be taken. Use of annual leave requires supervisory approval.

Annual leave may be accumulated without any applicable maximum until June 30 of each year. Employees with more than thirty (30) accumulated annual leave days as of June 30 each year, shall have the excess leave converted to sick leave so that only thirty (30) annual leave days are carried forward on July 1. Upon retirement, resignation or termination, an employee will be paid for a maximum of thirty (30) annual leave days. Annual leave may be transferred when an employee transfers between local educational agencies. Annual leave may be transferred to a State agency if the agency is willing to accept the leave; otherwise, the employee leaving CMS will be paid for up to thirty (30) days accumulated leave. If an employee has a negative annual leave balance at the end of the academic year, a deduction in the appropriate amount will be made to his/her May paycheck, or a subsequent check.

If you are a less than twelve (12) month employee in a position that must follow the teacher calendar and hired after August 30, you will not accrue the ten (10) annual leave days that are mandatory. Therefore, you may be in a negative balance at the end of the academic year and a deduction will be taken in your May check or a subsequent check.

### Annual Leave Days Granted Each Year

<u>Years of Aggregate Service</u>	<u>Days per Month</u>	<u>9-Month Employee</u>	<u>10-Month Employee</u>	<u>11-Month Employee</u>	<u>12-Month Employee</u>
Less than 2 years	1.17	10.53	11.70	12.87	14.04

### Related Links

- [CareMC- Workers' Compensation Online Reporting](#)
- [Urgent Care Locations](#)

## Paid Time Off Policies

2 but less than 5 years	1.17	10.53	11.70	12.87	14.04
5 but less than 10 years	1.42	12.78	14.20	15.62	17.04
10 but less than 15 years	1.67	15.03	16.70	18.37	20.04
15 but less than 20 years	1.92	17.28	19.20	21.12	23.04
20 years or more	2.17	19.53	21.70	23.87	26.04

**Sick Leave**

Employees working or on paid leave for half of the workdays in a month or more earn sick leave computed at the rate of one (1) day per month. Sick leave may be granted for: (1) periods of temporary disability caused by or contributed by any personal illness, injury or other temporary disability, which prevents an employee from performing his or her usual duties; (2) illness in the employee's immediate family and medical appointments that necessitate the employee's attendance; (3) death in the immediate family; (4) medical appointment.

Sick leave can be accumulated indefinitely and may be transferred between school systems, between a school system and a State agency, and between a school system and a community college or a technical institute if the receiving agency is willing to accept the sick leave. Sick leave accumulated up to the time of separation from employment may be reinstated provided re-employment occurs in a permanent position within sixty (60) calendar months from the date of separation. For employees retiring, sick leave adds additional service credit. For every twenty (20) days or remainder of twenty (20) days sick leave accrued, the retirement system gives another month toward service years for retirement.

**Extended Sick Leave**

As an employee in an instructional position, excluding teacher assistants, the State provides twenty (20) additional days of sick leave per year, less substitute pay - whether a substitute is used or not - for personal illness or injury. You may use this leave when you have exhausted all eligible accrued leave.

The CMS Board of Education also provides select positions, after one year of employment with CMS, additional sick leave days, less substitute pay, even if a substitute is not used. Combined, these days may not exceed sixty (60) days per academic year and may be used only when eligible accumulated leave has been exhausted. Extended leave cannot be accumulated.

**Personal Leave**

If you are working in a position that restricts the use of annual leave, you may qualify to earn personal leave days. Personal leave is earned at the rate of two-tenths (0.20) days per month or two (2) days per year if you are an eligible ten (10) month employee. Use of personal leave allows you to receive regular pay for the day used, minus substitute pay, even if a substitute is not employed for that day. Personal leave may be used while students are in attendance with prior approval of principal or supervisor. Eligible employees may accumulate unused personal leave and carry a maximum of five (5) days to the fiscal year.

**Voluntary Shared Leave**

Permanent employees who have exhausted all accumulated paid leave may apply for Voluntary Shared Leave if you are likely to suffer financial hardship from a prolonged absence caused by a serious medical condition. The Voluntary Shared Leave Policy allows fellow CMS employees and family members of other State Agencies to donate a portion of their earned leave to eligible employees of CMS.

To be eligible to use donated leave, you must have no more than ten (10) days of sick and annual leave combined at the time of receipt. If you are prohibited from using annual leave when students are in attendance, you will be eligible with no more than five (5) days of sick leave, and use of donated leave will be determined by regulations in the applicable employment calendar. Instructional employees who are eligible for extended sick leave benefits are to use donated sick leave prior to using the twenty (20) additional extended sick leave days provided by the State and prior to using the forty (40) extended sick leave days provided by the CMS Board of Education.

Any permanent employee who has accumulated leave in excess of five (5) sick leave days or five (5) annual leave days may donate leave to an employee who has been approved to receive donated leave. Sick leave may be donated only to an immediate family member. Otherwise, only annual leave may be donated. The term "immediate family" as defined by the Department of Public Instruction includes: spouse, children, parents, brothers, sisters, grandparents, grandchildren, and dependents living in the same household. A

family member giving sick leave may not reduce their sick leave balance below five (5) days. The donation of leave is voluntary. The donating employee may not receive compensation in any form. Any employee found guilty of giving or receiving compensation may be subject to dismissal as outlined in G.S. 115C-325. Unused donated leave will be returned on a pro rata basis to actively employed donors on June 30. Voluntary Shared Leave can not be used after an employee has qualified for Short-Term Disability Benefits.

### Disability Income Benefits – Short-Term and-Long Term:

A comprehensive short-term and long-term disability income plan is provided at the employer's expense for employees who are members of the North Carolina Teachers' and State Employees' Retirement System and meet certain service requirements. The short-term disability plan is available to you if you have accumulated one (1) year of contributory retirement service earned within thirty-six (36) months preceding your disability. Eligibility for benefits begins after you have been medically disabled for sixty (60) consecutive days. The monthly benefit equals fifty percent (50%) of one-twelfth (1/12) of your annual salary.

While out on short-term disability, you are eligible for medical benefits provided you have at least five years of service. If you do not meet this service requirement, you may continue coverage by paying the full premium.

After exhausting short-term disability benefits, if you have at least five (5) years of contributory retirement service earned within ninety-six (96) months preceding the close of your short-term disability benefits you may apply for long-term disability benefits. Long-term disability benefits provide a monthly income equal to sixty-five percent (65%) of one-twelfth (1/12) of your annual salary not to exceed \$3,900 per month. Long-term disability benefits continue until the end of the disability or the earliest date you become eligible for unreduced retirement benefits. Benefits from both plans are subject to coordination with other programs. Full-time public school employees injured in the course of employment through an episode of violence are entitled to full salary during disability for up to one (1) year.

The Charlotte-Mecklenburg School District website ([WWW.CMS.K12.NC.US](http://WWW.CMS.K12.NC.US)) is in the process of being updated to ensure compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. In the interim, any website accessibility concerns may be brought via the following, Email: [Web Accessibility](mailto:WebAccessibility) or Call: 980.343.0115.

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**Every Child. Every Day. For a Better Tomorrow.**

Charlotte-Mecklenburg Schools  
 P.O. Box 30035, Charlotte, NC 28230

In compliance with Federal Law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age, or disability. Inquiries regarding compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities, may be referred to the District's Title IX Coordinator at [titleixcoordinator@cms.k12.nc.us](mailto:titleixcoordinator@cms.k12.nc.us) or to the Office for Civil Rights, United States Department of Education.