

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

SCHOOL CALENDAR

Effective Date: May 11, 2004
Original Effective Date: December 15, 2003
Reference(s): [State Personnel Manual, Section 5, Leave, Holidays; G.S. 143B-146.11 School Calendar; G.S. 126-4\(5\) Powers and duties of State Personnel Commission; G.S. 126-5\(c3\) Employees subject to Chapter/exemptions](#)

Purpose:

To establish an uniform policy for the OES residential school staff who are assigned to follow the standardized OES school calendar and desire to work on designated annual leave days.

Employees Covered Under this Policy:

Permanent, probationary, trainee, and time-limited appointment residential school staff, who are subject to General Statute 126 (non-certified staff) or subject to General Statute 115C-325 (certified educators), and who are assigned to follow the standardized OES school calendar.

Policy:

OES residential school staff are assigned to follow either the State holiday schedule or the standardized OES school calendar. This policy is designed to primarily address new employees who follow the school calendar but do not have sufficient leave to cover the designated annual leave days. With approval of their supervisor, staff assigned to follow the school calendar may request and work on days designated as annual leave days. Supervisors must be able to establish that the employee has accomplished the work assigned, and must ensure the safety and security of staff working in isolated campus work areas. Supervisors are required to secure the School Director's approval for any employee requesting to work on a designated annual leave day on the School campus or at the employee's home. Advancing leave through the end of the school year is another option available to managers and supervisors in addressing new employees who do not have sufficient leave to cover annual leave days. Requests from staff, who have been employed with OES longer than two (2) years, to work on a designated annual leave day will be considered on an exception basis only and also requires the School Director's approval.

I, _____, have read, understand, and received a copy of the **School Calendar Policy** above.

Employee's Signature

Date

Employee's Supervisor's Signature

Date

Cc: Personnel File