



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

October 18, 2007

MEMORANDUM TO: All Location & Surveys Employees

FROM: Charles W. Brown, PE, PLS
State Location & Surveys Engineer

SUBJECT: Pers 2007-3
Unit Policy on Minimum Leave Balance

Effective immediately, all employees in this Unit will be encouraged to maintain a minimum of 40 hours of earned leave prior to approval of any leave.

Office of State Personnel policy under Leave, Section 5, reads:

Vacation leave shall be taken only upon authorization of the agency head (or designee). Employee preference should be considered and schedules worked out bearing in mind individual agency needs.

This policy has been established due to the excessive amount of employees' leave having to be charged to leave without pay. Absence from work after all authorized leave credits and benefits have been exhausted constitutes unacceptable personal conduct. Employees that continue to be absent from work resulting in leave without pay status and are not covered by any authorized leave credits and benefits may be subject to disciplinary action up to and including dismissal.

If you have any questions concerning this policy, please contact Charlie Watson, Employee Relations Representative, at (919) 250-4083, or myself.

CWB

Cc: Mr. Charlie Watson, NCDOT Human Resources Representative