
one employee mutually agreed to by both management and NCFLL. The Board shall not discriminate in violation of any Federal law, including but not limited to Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Pregnancy Discrimination Act.

Section 3 – Procedures

- A. The Leave Bank Board will have at least one open season per year that will last at least thirty days. The Board may initiate “emergency” open seasons if it determines that available leave is not sufficient to meet the needs of members. Employees will be advised annually of the open season.
- B. Employees who join the Leave Bank will have their membership automatically rolled over each year and the minimum leave donation will be automatically deducted. Employees will be given notice of the opportunity to opt out prior to the end of the year.
- C. Employee contributions to become a leave bank member for a leave year are based upon the employee’s current leave category.
- D. When applying to receive leave, employees must submit required documentation as stipulated by 5 C.F.R. 630.
- E. The Board shall act on leave bank applications within ten work days of their receipt of the completed form.
- F. A recipient may receive no more than 160 hours of leave from the Leave Bank per Bank year. The Board may establish a time limit in which leave must be used. Thirty days after the end of each open season period, a limit per recipient will be established that is equal to one percent of leave in the Bank as of that date. In any Bank year, approved recipients may be granted total Bank leave up to the lesser of 160 hours or the limit so established.
- G. Recipients who need more leave than the established limit may apply for and receive additional leave via the Leave Transfer program.
- H. Before using any leave from the Leave Bank, an employee is required to exhaust any leave received from the Leave Transfer Program.
- I. The employee is responsible for advising the supervisor of the intent to apply for the Leave Bank, completing an application, and

