

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES HURRICANE HELENE COMMUNITY INVOLVEMENT LEAVE</b>	Policy 3.2.22
--------------------------------------	---	------------------

On January 2, 2025 NC Executive Order No. 05 (the “Executive Order”) was signed into effect and provides expansion to Community Involvement Leave hours. This order grants an additional sixteen (16) hours of paid Community Service Leave. The Executive Order applies to Cabinet Agencies and any other state agencies that voluntarily adopt the Executive Order’s measures. Haywood Community College has chosen to voluntarily adopt the Executive Order’s measures.

These additional sixteen (16) hours shall be used in calendar year 2025 to volunteer for organized Helene related efforts coordinated by a local government entity or an established nonprofit. This is available in addition to the twenty-four (24) hours of paid Community Service Leave available under ordinary policy, which also can be used for the same storm-related efforts. Employees must obtain prior approval from their supervisor before using Community Service Leave.

Refer to Policy 3.2.15 and Procedure 3.2.15.1 for further information related to Community Involvement Leave.

**A. Effective Date and Duration**

This policy becomes effective on the date listed below. It shall remain in effect until December 31, 2025, unless otherwise extended. It may be modified or rescinded for any reason.

Adopted: 02/04/2025