



# Town of Shallotte

## ACTION AGENDA ITEM

2026

TO: Board of Alderman

ACTION ITEM #:

FROM: Ashley White, Human Resources Manager  
EXT. # 1012

MEETING DATE: 06/18/26

DATE SUBMITTED: 06/18/26

**ISSUE/ACTION REQUESTED:**

PUBLIC HEARING:  YES  NO

Amendment of Personnel Policy

- 1. Article VII HOLIDAYS & LEAVE OF ABSENCE
  - Section 12. Sick Leave
- 2. Article VII HOLIDAYS & LEAVE OF ABSENCE
  - NEW Section 30. Attendance & Absence Notification

**BACKGROUND/PURPOSE OF REQUEST:**

- Sick Leave – One paragraph being restored after being inadvertently omitted during policy updates between 2017 and 2019 (see attached)
- Attendance and Absence Notification- NEW Section added to address No Call/No Show and procedure for letting supervisors know if an employee is unable to report to work

I respectfully submit this for your approval.

**FISCAL IMPACT:**

- |   |                              |  |
|---|------------------------------|--|
| BUDGET AMENDMENT REQUIRED:                | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| CAPITAL PROJECT ORDINANCE REQUIRED:       | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| PRE-AUDIT CERTIFICATION REQUIRED:         | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| REVIEWED BY DIRECTOR OF FISCAL OPERATIONS | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |

**CONTRACTS/AGREEMENTS:**

REVIEWED BY TOWN ATTORNEY:  YES  NO  N/A

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ADVISORY BOARD RECOMMENDATION: N/A

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TOWN MANAGER'S RECOMMENDATION:.

*Recommend Approval MOG*

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FINANCE RECOMMENDATION: N/A

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**ATTACHMENTS:**

- 1.
- 2.
- 3.

**ACTION OF THE BOARD OF ALDERMEN**

APPROVED:

DENIED:

DEFERRED  
UNTIL: \_\_\_\_\_

OTHER:

ATTEST:

CLERK TO THE BOARD

\_\_\_\_\_  
SIGNATURE

### **Section 10. Vacation Leave: Payment upon Separation**

An employee who has successfully completed six months of the probationary period will normally be paid for accumulated vacation leave upon separation not to exceed 240 hours provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation, thirty days for Department Heads.

Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the Town Manager when deemed to be in the best interest of the Town.

Employees who are involuntarily separated shall receive payment for accumulated vacation leave not to exceed the 240-hour maximum. However, employees involuntarily separated 'for cause' due to serious violations of personal or criminal conduct shall forfeit payment of their accumulated vacation leave.

### **Section 11. Vacation Leave: Payment upon Death**

The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the 30-day maximum.

### **Section 11A. Personal Leave**

An employee of the Town shall be allowed twenty-four (24) hours per fiscal year personal leave with pay over and above sick leave or annual leave. Personal leave will be in addition to any other leave which a Town employee may earn and accumulate. Personal leave shall not accumulate beyond the end of the fiscal year.

Employees serving a probationary period following initial employment shall not be permitted to take personal leave during the first six months of employment unless approved by the Town Manager. Personal leave is not paid out upon separation of employment.

### **Section 12. Sick Leave**

Sick Leave with pay is a privilege granted to employees by the Town, not a right, and may be used only for the purposes described in this Policy. Abuse of sick leave privileges will subject the employee to disciplinary action.

Sick Leave may be used for the following reasons: sickness, non-job related bodily injury, the first seven days of Worker's Compensation Leave, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave also may be used when an employee must care for a member of his or her immediate family who is ill.

"Immediate family" is defined as spouse, child, sibling, parent, grandparent, grandchild, guardian, various combinations of step, half, in-law and adopted relationships of the employee. Sick leave may not be used to care for a healthy child.

Sick leave may be used for a death in the immediate family but is limited to three days per occurrence. Additional time needed for bereavement or funerals may be charged to accrued vacation or compensatory time.

Sick leave may also be used to supplement worker's compensation disability leave for the seven-day waiting period before worker's compensation benefits begin.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or according to departmental procedures.

**Employees serving a probationary period following initial employment may accumulate sick leave but shall not be permitted to take sick leave during the first six (6) months of employment unless approved by the Town Manager.**

## Section 27. Break Time for Nursing Mothers

Pursuant to Fair Labor Standards Act, the Town will provide a break time for any employee to express fresh milk for her nursing child for one year after the child's birth each time such employee has the need to express milk. The Town will provide an employee with a place other than a bathroom that is shielded from co-workers and the public, which may be used by an employee to express breast milk.

## Section 29. Excessive Use of Leave

While employees are entitled to use accrued leave in accordance with policy, the Town expects all employees to manage their time responsibly and maintain regular attendance. Absenteeism can disrupt workflows and increase workloads for remaining employees. Excessive use of leave – particularly when leave is used immediately upon accrual or when patterns of use impact scheduling or departmental operations – may be subject to review.

Excessive leave may include, but is not limited to:

- Frequent absences or tardiness that affect job performance or disrupt department operations.
- Repeated use of leave as soon as it is earned, leaving no balance for unplanned or emergency situations.
- Establishing patterns of unscheduled leave (for example: frequent Mondays, Fridays, or adjacent to holidays).

Supervisors may counsel employees whose leave usage patterns are concerning. In some cases, excessive or inappropriate use of leave may result in progressive disciplinary action, up to and including termination.

Employees are encouraged to speak with their supervisor or Human Resources if they are experiencing challenges that may be impacting their attendance, as support and accommodations may be available.

## Section 30. Attendance & Absence Notification

Employees who are unable to report to work or who will be late must notify their supervisor as soon as possible, but no later than their scheduled start time. If an employee is unable to make the notification personally due to an emergency, a family member or other responsible party may contact the supervisor on the employee's behalf. Notification of an absence or tardiness does not automatically excuse the absence.

Failure to report to work and failure to notify the supervisor of an absence before the scheduled shift is considered a no call/no show and may result in disciplinary action up to and including termination.

# ARTICLE VIII. SEPARATION AND REINSTATEMENT

## Section 1. Types of Separations

All separations of employees from positions in the service of the Town shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

## Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two calendar weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated vacation unless the notification requirement is waived upon recommendation of the Department Head and approval by the Town Manager. Thirty days' notice is expected of Department Heads and the Town Manager.