25 NCAC 01C .0504 LIMITATIONS

- (a) An employee who arrives later than scheduled, may be permitted by his or her supervisor to make up the deficit of working hours by working that much longer at the end of the workday if this is consistent with the work need of the agency. Otherwise, the tardiness shall be charged to the employee's leave in accordance with 25 NCAC 01E .0207. Supervisors shall be responsible for taking action to correct any abuse or misuse of this privilege which may include deductions from the employee's pay or a disciplinary action in accordance with 25 NCAC 01J .0604.
- (b) If an employee reports to work early he or she may be permitted by his or her supervisor to begin work at that time and leave at a correspondingly early hour if this is consistent with the work need of the agency. Otherwise, the employee shall wait in a designated area away from the work station.
- (c) If an employee leaves work early without permission from his or her supervisor, the time shall be deducted from the employee's pay or may be charged to the employee's leave account.
- (d) An employee may not work later than scheduled unless permitted by his or her supervisor if this is consistent with the work need of the agency.

History Note: Authority G.S. 126-4;

Eff. February 1, 1976;

Amended Eff. October 1, 1992; November 1, 1988; August 1, 1985; February 1, 1983;

Readopted Eff. April 1, 2016.