



General Information for Craven County Schools Em-

Annual Vacation Leave

Years of Service	Days Earned Per Month
Less than 5	1.167
5 but less than 10	1.417
10 but less than 15	1.667
15 but less than 20	1.917
20 years or more	2.167

Paid Legal Holiday

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day- Two days
- Christmas – Two days. When Christmas falls on a Tuesday, Wednesday or Thursday it is three days.

Longevity (not applicable to teachers)

Years of State Service	Longevity Pay Rate
10 but less than 15	1.50%
15 but less than 20	2.25%
20 but less than 25	3.25%
25 or more years	4.50%

Sick Leave - 1 day per month is earned. The rate does not increase each month; however, any unused sick leave remaining at retirement is counted as time served which increases your retirement benefits.

Personal Leave (Teachers) - Personal leave is earned by classroom teachers and school media specialists who require substitutes. In order to be eligible, the teacher must be in a permanent full or permanent part-time position. Personal leave is earned at the rate of .2 days for each full month of employment, not to exceed 2 days per year. Part-time personnel earns a pro-rata share of the rate for full-time teachers. Unused personal leave may be carried forward from one year to another and may be accumulated without limitations until June 30th. On June 30th, personal leave in excess of 5 days is converted to sick leave so that the maximum days of personal leave are carried forward to July 1st. The use of personal leave is upon the authorization of the immediate supervisor.

Annual Leave - In order to be eligible for annual leave, the employee must be in a permanent full or permanent part-time position. Unused annual leave may be carried forward from one year to another and may be accumulated without limitations until June 30th. On June 30th, annual leave in excess of 30 days is converted to sick leave so that the maximum days of annual leave are carried forward to July 1st.

Email - To log in to your email account you must first claim your NCEd Cloud account. You will need your UID number which you can obtain from your school data manager or bookkeeper. Directions are on the Craven County Schools website under Human Resources on-boarding documents. <http://my.ncedcloud.org/>

Annual Supplement - (teachers) The current teacher supplement is 10% of the annual salary. This is paid in November and May.