



EMPLOYEE LEAVE

POLICY

Absences from work during scheduled work hours shall be charged to the appropriate leave program of the employee. Administration of the leave program within the scope of established policy shall be the responsibility of the College President with administration through the Department of Human Resources.

PROCEDURE

Request for Annual or Sick Leave

Each employee will complete a "Request for Leave" through Self Service which routes to his/her immediate supervisor for approval. The supervisor and/or Vice President will ensure that leave requests are properly approved and submitted to the payroll office as leave is taken. Accurate records of leave earned and taken will be maintained by payroll for each employee. Employee leave records will be balanced and brought up-to-date monthly. Therefore, all leave requests will be submitted on a timely basis and should not be withheld from one month to the next. Each employee should review his/her records periodically.

Leave records for all separated employees will be kept for a period of at least **four years** from the date of separation. Only scheduled work hours shall be used in calculating the amount of leave taken. Saturdays, Sundays and holidays are charged only if they are scheduled workdays.

When an employee determines that he/she will not be able to report to work at the prescribed time, the employee is to contact their immediate supervisor and inform the supervisor of the circumstances. In the event it is impossible to make direct contact with the immediate supervisor, the employee is to directly contact the next-highest-level supervisor. Absences of three (3) days or more must be reported to Human Resources by the supervisor to coordinate leave and pay issues.

Holidays

Governed by separate Board of Trustees' Policy 2.6.3

Advancement of Leave

Sick and annual leave may be advanced for the convenience of regular full-time and regular part-time employees upon approval by the President. Any request for advancement of leave should be made in writing to the employee's supervisor. The supervisor will submit the request to the Director of Human Resources to submit it to the President for his/her consideration. The advancement of leave is provided for the convenience of the employee and in no way implies re-employment beyond the expiration of the current agreement of employment. Leave may not be advanced over the amount which the employee would earn during the fiscal year. If an employee is not re-employed and takes leave in excess of that which is earned, the employee is liable for the repayment of such leave to the College.

Termination of Leave Benefits

When employees resign, their last day worked is their last day of employment. When employees plan to retire and wish to use annual leave for a period of time before active employment ceases, the employee stops earning annual and sick leave and is not eligible to take sick leave. The employee will not be charged leave for an institutional holiday.

Aggregate Service (Leave)

All annual employees who work full-time or more than half time accumulate Aggregate Service. Credit is given for employment when properly verified from the following:

1. All annual employment with the State of North Carolina whether such service was exempt from or subject to the Personnel Act.
2. All annual employment with institutions of the System of North Carolina Community Colleges and the public schools of North Carolina, with the provision that a school year is equivalent to one full year.
3. Authorized Military Leave and Civil Leave.

Sick Leave Program

A full-time regular employee shall earn sick leave for each month employed at the rate of eight (8) hours per month. Part-time (30 hour) employees earn sick leave monthly at a rate of six (6) hours per month employed. Sick leave is cumulative indefinitely.

Sick leave may be advanced upon the approval of the President; however, the advancement may not exceed the amount an employee can earn during the current fiscal year. A minimum of one hour of sick leave must be taken. Only scheduled work hours shall be charged in calculating the amount of sick leave taken.

If the employee is absent longer than three days, the College may require a statement from a medical doctor or other acceptable proof that the employee was unable to work. Sick leave forms must be turned in the day the employee returns to work.

Sick leave may be granted for the following:

- illness or injury which prevents an employee from performing their usual duties,
- death in the immediate family, for days beyond the 3 days of bereavement leave (spouse, parents, children, brother/sister, grandparents, dependents),
- medical appointments,
- temporary disability due to childbirth,
- to care for member of immediate family (including care for mother during temporary disability),
- donations to a member of the immediate family who is an approved voluntary shared leave recipient,
- adoption of a child, limited to a maximum of 30 days for each parent (which is equivalent to a biological mother's average period of disability, and
- quarantine due to a contagious disease in the employee's immediate family.

Faculty Sick Leave – Faculty members must turn in such leave to their immediate supervisor the

next day he/she returns to work. Full-time faculty members, as 40 hour per week employees, will expend 8.5 hours of sick leave for a full day's absence Monday through Thursday and/or 6 hours on Fridays, assuming the College continues with an adjusted Friday schedule. Any partial days or hours missed would be expended on a percentage basis to the full day's absence. If a faculty member must miss a mandatory work day to include days assigned to professional development, advising/registration, or divisional meetings, sick leave or personal leave must be expended to cover the time missed.

Brunswick Community College has had a sick leave policy since its inception in September, 1979; therefore, all sick leave accumulated by employees of the College shall be transferred to total service as provided under the N. C. Teachers' and State Employees' Retirement System. Upon retirement, employees who are members of the Retirement System will be allowed one month of retirement credit for each twenty days of accrued sick leave.

Sick leave is not allowable when an employee resigns or plans to retire and wishes to use leave for a period of time after active employment ceases. Should an employee be separated before he/she has earned all of the sick-leave taken, it will be necessary to make deductions from his/her final salary check for overdrawn leave on a day-for-day basis.

Employees granted leave without pay shall be credited with accrued sick leave if reinstated before the termination date of sick leave without pay.

If an employee is separated from the College but is reinstated within five years from the date of his last workday, the College will reinstate sick leave credits accumulated at the time of separation.

An employee who transfers from a North Carolina public school, community College or technical institute, or state College to Brunswick Community College shall be credited with any sick leave he/she had at the termination of employment with the public school, community College or technical institute or College, or state agency provided that his/her employment was continuous and a record is provided by the transferring institution or agency.

An employee who transfers from a local mental health agency, whether such employment was subject to the North Carolina Teachers' and State Employees' Retirement System or a private system which the local agency has, may transfer his/her sick leave to Brunswick Community College. Only sick leave transferred from a local mental health agency whose employees are under the NC Teachers' and State Employees' Retirement System is eligible for retirement credit.

Personal Observance Leave

In accordance with Governor Roy Cooper's Executive Order No. 262, it shall be the policy of BCC to provide up to eight (8) hours of fully paid leave to all eligible employees in an effort to promote the recruitment and retention of a diverse and inclusive workforce. As detailed below, this leave is for Eligible State Employees to utilize on any single day of personal significance. The day of personal significance may include, but is not limited to, days of cultural or religious importance. The personal leave day is provided as an additional employee benefit and is not be counted as a part of BCC employee holidays. Eligible employees include all full-time, part-time (half-time or more), permanent, probationary, or time-limited employee of BCC. Temporary employees, part-time employees who work less than half-time, interns, and contractors shall not be eligible for

Personal Observance Leave.

Amount of Leave: Eligible State Employees shall be awarded up to eight (8) hours of Personal Observance Leave. Full-time employees will receive eight (8) hours. Part-time employees, if eligible, will receive a prorated amount based on their number of hours compared to a fulltime schedule.

Use of Leave: Personal Observance Leave is a form of management-approved leave, provided under the following terms:

1. All hours of Personal Observance Leave must be used on a single day of scheduled work. Employees may use Personal Observance Leave for any day of personal significance. This includes, but is not limited to, days of cultural or religious importance.
2. Personal Observance Leave may be taken by an employee only upon prior authorization by the employee's supervisor.
3. Supervisors should not require a justification from the employee to utilize the Personal Observance Leave.
4. The day used for Personal Observance Leave does not have to be a day from the employee's own religious or cultural background.
5. The Policy will establish the date when Personal Observance Leave can begin to be used.
6. This leave is not to be used as a substitute for sick leave.
7. Employees may use Personal Observance Leave prior to exhausting any accumulated compensatory time.
8. If the employee's shift is longer than 8 hours the employee can take part of the shift off, or combine Personal Observance Leave with compensatory time or another form of leave to get the entire shift off.

Renewal of Leave: Personal Observance Leave will expire on the last day of the fiscal year, June 30. Subject to any amendments to the Policy, on July 1 of each calendar year, eligible BCC employees will receive a new eight (8) hours of Personal Observance Leave that will be available for use until June 30 of the next year. Part-time employees, if eligible, will receive a prorated amount based on their number of hours compared to a full-time schedule. Any unused leave at the end of the fiscal year will expire and will not transfer to the following year.

No Cash Value: Personal Observance Leave shall have no cash value. If the employee does not use all Personal Observance Leave before it expires, the employee will not receive any premium pay. Employees will not be paid for unused Personal Observance Leave upon separation from their employment.

Annual Leave Program

Each full-time employee in a full-time staff position earns annual leave, except full-time faculty. A day, for leave purposes, will be the number of hours of the regular workday (See Holiday Policy for exception related to mandatory leave). The rate is based on the length of aggregate service and shall be computed at the following rates. Part-Time 30-hour employees earn annual leave on a prorated basis of 75% of the rate of 40-hour employees.

Total Years of State Service	Hours Granted Each Month	Days Granted Each Year
Less than 5 years	9.33	13.99
5 but less than 10	11.33	16.99
10 but less than 15	13.33	19.99
15 but less than 20	15.33	22.99
20 years or more	17.33	25.99

Annual leave may be accumulated without any applicable maximum until June 30 of each fiscal year. However, if the employee separates from service, payment for accumulated annual leave shall not exceed 240 hours. On June 30, any employee with more than 240 hours of accumulated leave shall have the excess accumulation transferred to sick leave so that only 240 hours are carried forward to July 1 of the next fiscal year. If an employee has excess leave accumulated during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in scheduling annual leave or in receiving any exception to the maximum accumulation.

Annual leave may be advanced upon the discretion of the President; however, leave shall not exceed the amount an employee can earn during the current fiscal year or the difference between the amount of accumulated leave carried forward and the maximum allowable. New employees (probationary) may be granted leave only as it is earned through the first six months of service. After six months, an employee may be advanced the amount of leave that he/she would earn during the remainder of the fiscal year.

The College will not transfer to or accept annual leave from another jurisdiction.

Except in unusual circumstances, a request for annual leave should be submitted and approved before taking annual leave. A minimum of 30 minutes of annual leave must be taken.

Uses of Annual Leave: Annual leave is used primarily as vacation; however, it may also be used for medical appointments, personal reasons, sick leave and for absences resulting from adverse weather conditions and other College closure. If classes are cancelled due to adverse weather or other emergencies, make-up activities are conducted via the College's LMS (Moodle).

The President has the option of excusing the days missed due to closing for adverse weather or emergency situations. If adverse weather conditions or emergency situations necessitate closure, non-instructional staff may be required to make up the missed time or submit annual leave for such time (more than five days).

An employee who terminates employment or the estate of an employee who dies while employed shall be paid for annual leave already accumulated not to exceed a maximum of 240 hours. Any annual leave owed to the College shall be deducted from the employee's final compensation.

Annual leave used as vacation shall be taken only with prior approval of the employee's supervisor. Such leave will be authorized when it least interferes with the efficient operation of the institution. Generally, leave beyond 15 consecutive days will not be approved without permission from the employee's supervisor.

Full-time Faculty employees and Part-Time Temporary Faculty employees do not accrue annual leave. Faculty workdays and scheduled vacation days for the upcoming academic year are provided in a Faculty Schedule that is distributed once the academic calendar is finalized.

Full-time Faculty employees may request up to two days of personal paid leave per academic year provided that completed leave forms are submitted in advance and class work/assignments are attached.

Benefits during Annual Leave: During use of annual leave, employees continue to earn normal benefits including leave. No benefits are earned when an employee is on terminal leave.

Employees may be required to take annual leave if the College is closed for adverse weather, emergencies, and the closing of the College during holidays.

Voluntary Shared Leave Policy

Governed by separate Board of Trustees' Policy 2.6.4

Military Leave

Military leave shall be granted without pay to all full-time, part-time regular and probationary employees for 120 working hours annually, for any type of active military duty. The service member shall make a reasonable attempt to submit a copy of his/her active military duty orders to his/her direct supervisor prior to deployment; the College understands that there are circumstances when this is not possible.

The College shall provide the **active military supplement benefit** up to (120) working hours annually for military service members who are eligible. The active military supplement benefit allows for the military service members to be made financially whole when called upon for active military duty. The active military supplement benefit will be applied when the gross military basic pay is **less than** the employee's pay. The employee shall receive payment equal to the difference between the two amounts. The service members shall be responsible for sending in their monthly **Military Leave and Earnings Statement** upon completion of their (120) hours of active duty.

The Military Leave and Earnings Statement must be received by the payroll department within **five (5)** business days after returning from active duty.

Active Military Supplement Benefit Example:

College Pay	\$10.00 an hour x 120 hours = \$1,200.00
Gross Military Basic Pay	\$9.50 an hour x 120 hours = \$1,140.00
Active Military Supplement Benefit	\$1,200.00 - \$1,140.00 = \$60.00

More information is available on the Employee Services Office bulletin board and the **Uniformed Services Employment and Reemployment Rights Act (USERRA)** website:
<https://www.dol.gov/vets/programs/userra/>.

Leave Without Pay Employees may qualify for unpaid leave under the Family and Medical Leave Act (FMLA). Other leave without pay requests may be granted to employees for any reason deemed justified by the President of Brunswick Community College. Employees should consult their supervisor or Human Resources when they wish to submit a request for leave without pay.

Employee Responsibility Regarding Leave Without Pay: The employee shall apply in writing to his/her supervisor for leave without pay. The request for leave should be forwarded to the Director of Human Resources, with the supervisor's recommendation. The Director of Human Resources will obtain the President's signature, signifying the President's approval or disapproval of the request.

If, after the leave without pay request is approved, the employee decides not to return to work, the employee will notify his/her supervisor immediately. Unless an extension is granted, failure to report to work at the expiration of the approved leave will be considered a resignation. If the employee is not granted leave without pay and enters an unpaid status, the employee will be terminated from Brunswick Community College.

It is the responsibility of the employee to provide regular and timely updates to the Director of Human Resources on the employee's return to work status.

Retention of Benefits during Leave without Pay: The employee shall retain all accumulated unused annual and sick leave. While on leave without pay, the employee may continue coverage under the State's health insurance program by paying the full premium cost (no contribution by the State). An employee's longevity date will be adjusted as determined by the length of the leave without pay. Eligibility to accumulate service time for leave and longevity purposes ceases on the date that leave without pay begins.

Civil Leave: A full-time College employee called for jury duty or as a court witness for the federal or state Governments, or a sub-division thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated annual or sick leave. A certified attendance form from the clerk of court is required to receive leave with pay.

An employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation, except that employees must turn over to the College any witness fees or travel allowances awarded by the court in connection with official duties as an employee of Brunswick Community College.

Administrative Leave

Administrative leave is defined as leave granted by the President to employees to cover employee absences from work caused by inclement weather (hurricanes, snow, etc.) or other events (fire, boiler breakdown, etc.) beyond the control of the employee or situations deemed appropriate by the President.

Voluntary Administrative Leave: In situations in which the provision of leave is appropriate but not covered by existing leave provisions, the President may grant an employee(s) voluntary administrative leave.

Involuntary Administrative Leave: Administrative leave may be required of an employee(s) by the President at times deemed necessary for the successful operation of the College; including but not limited to:

- Emergency situations
- Pending the results of a College investigation
- As a form of an employment disciplinary action

Bereavement

Eligible employees will receive three state defined bereavement days from the College upon the death of an immediate family member. Immediate family includes:

- Spouse
- Parents
- Children
- Brother/Sister
- Grandparents
- Dependents

If over three days are needed, all eligible employees may use sick leave or annual leave when there is a death in the immediate family.

Paid Parental Leave

An employee's eligibility for Paid Parental Leave shall be determined based upon the employee's months of service and hours of work as of the date of the qualifying life event. The usage of Paid Parental Leave will run concurrent with any FMLA leave. Faculty employees are not eligible to request intermittent Paid Parental Leave due to the impact this may have on student success. Employees who become parents via childbirth, adoption, foster care, or another legal placement are eligible if:

- Employee is full-time or part-time (regardless of whether half-time or more) in a permanent, probationary, or time-limited appointment.
- For the immediate 12 preceding months, employee has been employed without a break in service by a qualifying employer in a permanent, time-limited, or probationary appointment.

- Periods of worker's compensation or short-term disability in the 12 months preceding the qualifying events do not make the employee ineligible for paid parental leave.
- Periods of leave without pay, as defined in 25 NCAC 01E.1100 and the Leave Without Pay Policy, shall not constitute a break in service.
- Employee must be eligible for Family and Medical Leave (FML) by being in pay status for at least 1,040 hours in the previous twelve-month period.
 - Whether an employee exhausted FML does not affect eligibility for paid parental leave.
- For purposes of the 12-month and 1,040-hour periods of minimum service listed above, that minimum service may be met by aggregating employment at any of the following:
 - State of North Carolina agencies, departments, and institutions, including without limitation the University of North Carolina
 - Public School units that provide paid parental leave in accordance with the N.C.G.S. § 126-8.6.
 - Community college institutions of the State of North Carolina.

Temporary employees are not eligible to participate in this program.

Definitions

Eligible State Employees: A full-time or part-time employee in a permanent, probationary, or time-limited appointment who has been employed without a break in service by a qualifying employer (as listed above) in a permanent, time-limited, or probationary appointment for the immediate twelve (12) preceding months and who is eligible for Family and Medical Leave (FML) by being in pay status for at least 1,040 hours in the previous twelve-month period, as set forth in 25 N.C. Admin. Code 01E .1402(a). As noted previously, these 12-month and 1,040-hour periods of minimum service may be met by aggregating employment at several types of qualifying employers.

Parent: Either (a) the mother or father of a child through birth or legal adoption, or (b) an individual who cares for a child through foster or other legal placement under the direction of a government authority.

Child: A newborn biological Child or a newly-placed adopted, foster or otherwise legally placed Child under the age of eighteen (18), whose Parent is an Eligible State Employee.

Paid Parental Leave: 100% paid leave to be provided to an Eligible State Employee either (a) upon the Eligible State Employee giving birth for both recuperation during the disability period and bonding with a newborn Child, or (b) to other Eligible State Employees to care for and bond with a newborn Child or newly adopted, foster or otherwise legally placed Child.

Qualifying Event: When an Eligible State Employee becomes a Parent to a Child.

Employee Responsibilities

- Whenever possible, employees shall be required to submit a written request to notify their Employing State Agency ten (10) weeks in advance of their intention to use Paid Parental Leave so that the State Agency may secure backfill coverage.
- Employees may withdraw their request for Paid Parental Leave at any time.
- Employees shall be required to comply with agency leave request procedures, absent unusual circumstances.
- Employees shall be required to submit documentation as listed in § 7 (Certification of Eligibility for Paid Parental Leave) below. State Agencies may take appropriate action if there is evidence that the employee fraudulently requested, used, or otherwise abused Paid Parental Leave. This action may include revoking approval and disciplinary action up to and including dismissal.

Certification of Eligibility for Paid Parental Leave

Eligible State Employees shall be required to certify that they will use Paid Parental Leave to give birth to a Child or will use Paid Parental Leave to care for or bond with a Child.

Employees may be required to submit documentation of the birth or placement (if applicable). The initial certification form may be required before the Qualifying Event (unless a birth comes unexpectedly), while the documentation of the birth or placement will be required at a reasonable time after the Qualifying Event. Official documents may include but are not limited to:

<u>Qualifying Event</u>	<u>Acceptable Documentation</u>
Adoption	<ul style="list-style-type: none">• Adoption Order• Proof of Placement
Birth	<ul style="list-style-type: none">• Birth Certificate or Report of Birth• Certified DNA Results• Custody Order
Foster Placement	<ul style="list-style-type: none">• Foster Care Placement Agreement• Custody Order• Proof of Placement
Other Legal Placements	<ul style="list-style-type: none">• Custody Order• Proof of Placement

Documents provided must show the date of birth or date of placement, if placement was a date other than the date of birth. The name of the legal Parent must appear on some legal document establishing the birth or placement, such as the birth certificate, a legal document establishing paternity, or a legal document establishing adoption.

Leave Available

Unless otherwise stated, the amounts of leave listed below are for a full-time employee. See the section on part-time employees below for the leave available to part-time employees.

Leave Available Under N.C.G.S. § 126-8.6

As a minimum, the leave provided under this § 8.1 of this Policy must be provided by all State Agencies to their Eligible State Employees who are subject to N.C.G.S. § 126-8.6.

All Paid Parental Leave arrangements shall be written and include the responsibilities of both the agency and the employee. Each participant in the Paid Parental Leave arrangement must sign the document that contains the terms of the Paid Parental Leave arrangement. At a minimum, the document shall define the parameters of the Paid Parental Leave arrangement and shall comply with the policy provisions below:

1. Compensation and Benefits: Each week of Paid Parental Leave will be compensated at 100% of the employee's regular, straight-time weekly pay (to exclude shift differential, premium pay, or overtime).
2. State Agencies shall provide four (4) weeks (160 hours) of Paid Parental Leave to Eligible State Employees who have given birth for recuperation during the disability period.
3. In addition, State Agencies shall provide four (4) weeks (160 hours) of Paid Parental Leave to Eligible State Employees for bonding with a newborn child.
4. Parents shall certify that Paid Parental Leave past the recuperation and recovery stage of childbirth is being utilized for bonding with the Child.

Leave for Part-Time Employees

Leave for part-time employees will be prorated from the State Agency's standard amount of Paid Parental Leave, as listed above, corresponding to the percentage of hours they normally are scheduled to work.

Requesting Use of Paid Parental Leave**Type of Leave**

Eligible State Employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of paid parental leave are subject to the agency's approval as stated below.

Notification about Intent to Use Leave

Whenever possible, Eligible State Employees shall notify their employing agencies at least 10 weeks in advance of their intention to use Paid Parental Leave. This requirement is so that agencies can secure backfill coverage.

Agency Response

The agency shall respond in writing to the employee as promptly as possible, and in no fewer than two weeks from the date of receipt.

For employees who gave birth -- The agency shall not deny, delay, or require intermittent use of paid parental leave to Eligible State Employees who have given birth, so long as they seek to use the paid parental leave in one continuous period. If an employee who gave birth wishes to use intermittent, rather than continuous, Paid Parental Leave, the agency may work with the employee on timing as listed below.

For all other employees – This paragraph applies only to Eligible State Employees who either (1) are not birthing parents or (2) are seeking intermittent leave. For these parents, the agency may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a Public Safety Concern.

If the State Agency determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a Public Safety Concern, the agency shall provide Paid Parental Leave as soon as practical following the Qualifying Event.

If both parents are Eligible State Employees, each may receive Paid Parental Leave. Both parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

Leave Usage

Paid Parental Leave may be used only once for a Qualifying Event within a twelve-month period. The fact that a multiple birth, adoption or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event.

Unused Paid Parental Leave is forfeited twelve (12) months from the date of the Qualifying Event.

Paid Parental Leave shall not accrue or be donated to another state employee.

Eligible State Employees may not use accrued sick leave, annual leave or other leave in lieu of Paid Parental Leave.

Paid Parental Leave shall not be counted against or deducted from the eligible state employee's accrued leave balances.

Employees shall not be paid for the leave provided by this Section upon separation from the employer. The leave provided by this Section shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.

Leave usage must be recorded in same required increments as all other time.

Paid parental leave provided under this Section shall be reported separately from all other paid leave. Employees and supervisors are responsible for accurate reporting of the use of this leave on the employee's time record.

If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the State Agency's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

Relationship to Family and Medical Leave

Employees using Paid Parental Leave are afforded the remaining job protection under Family and Medical Leave (FML) for an absence up to a total of twelve (12) weeks (480 hours). They may charge personal leave or take leave without pay to cover the additional absence.

An employee shall be eligible for Paid Parental Leave even if the employee has exhausted FML time consistent with the law covering FML.

If an employee becomes eligible for FML while on Paid Parental Leave, the employee must apply for and use FML and the leave runs concurrently with FML.

Approved by the Brunswick Community College Board of Trustees

October 19, 2017

Procedure Revised by President's Cabinet

January 11, 2021

Procedure Revised by Brunswick Community College Board of Trustees

August 18, 2022; April 18, 2024; April 17, 2025