

2014-2015 Bonus Leave FAQs
Frequently Asked Questions from State BEACON Agencies

1. *When did bonus leave become eligible to be used prior to vacation leave?*

The Bonus Leave policy (located within the Vacation Leave policy) was revised with this change effective September 1, 2014.

2. *Can employees change vacation requests already submitted/exhausted to reflect bonus instead?*

Yes, but only vacation used beginning 9/1/14 may be submitted for change. No pre-BEACON changes or changes prior to 9/1/14 can be made.

3. *Is there a specific time frame to submit retroactive changes for bonus leave?*

Yes, all retroactive requests must be submitted to BEST by November 20, 2014.

4. *Are employees only allowed to replace vacation usage with the 40 bonus leave hours granted this FY 2014-2015?*

No, all bonus leave hours (up to 240) are available to replace vacation usage.

5. *Does Bonus Leave have a “use by” date? Does it expire?*

No, unlike “Special Leave”, Bonus Leave does not expire.

6. *If an employee separates from state government, will they be paid out their bonus leave balance?*

Yes. Bonus leave will be paid in addition to regular vacation leave if the employee leaves state government or the appointment type changes to a non-leave earning status (such as exempt or part-time).

7. *Can Bonus Leave be used before earned compensatory time?*

No. Bonus leave shall be used after all earned compensatory time.

8. *Is Bonus leave transferrable?*

Any balance of bonus leave will be transferred with the employee who transfers to another State agency position eligible for bonus leave.

9. *What is the process for requesting bonus leave in lieu of vacation leave?*

A [Bonus Leave Request Form](#) must be completed and submitted to BEST via email to BEST@osc.nc.gov. A ticket will be generated and your request will be processed. The form, along with additional instructions, can be found on the BEST Shared Services Website.

More details regarding Bonus leave can be found within the Vacation Leave policy:
http://www.oshr.nc.gov/Guide/Policies/5_Leave/Vacation%20Leave.pdf