



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Frank L. Perry, Secretary

Nancy C. Lipscomb, Director  
Human Resources

August 26, 2015

**ADMINISTRATIVE MEMORANDUM: 08-2015**

**TO:** DPS Division Directors and Section Heads

**FROM:** Nancy Lipscomb, Human Resources Director *NCL*

**SUBJECT:** OSHR Policy Update – Bonus Leave

Effective September 1, 2015 Bonus Leave will no longer be part of the Approved Leave hierarchy (A/A code 9000). A specific Attendance/Absence (A/A) type (Code 9100) has been assigned to Bonus Leave that must be used when recording Bonus Leave in the BEACON HR/Payroll system. Therefore, the Request to Use Bonus Leave vs. Vacation Leave Form will no longer be required for dates after August 31, 2015.

The policy will still require that any compensatory leave (i.e., holiday comp, overtime comp, etc.) be used before Bonus Leave. The system has been designed to prohibit the use of Bonus Leave and entry of the A/A code 9100 if a balance of compensatory leave exists. The system will generate a hard stop with the following error message:

Comp balance(s) available for (EE's PERNR) A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave)  
Erroneous records exist. Navigation is not possible.

Please note that Bonus leave DOES NOT expire and will be paid out in addition to vacation leave when the employee separates. Therefore, it is recommended that employees are encouraged to retain all Bonus Leave until no other option is available.

Attached is the Policy Update. Other revised job aids can be found on the Office of the State Controller's website at [http://www.osc.nc.gov/beacon/training/whats\\_new.html](http://www.osc.nc.gov/beacon/training/whats_new.html).

Questions may be directed to the work unit human resource representative or the Human Resource Office. Thank you for your attention in this matter.

NCL:MKS

Attachment

Cc: Secretary Frank L. Perry  
Lorrie L. Dollar, Chief Operating Officer  
Commissioner W. David Guice  
Commissioner Gregory K. Baker  
Commissioner William A. Crews, Jr.

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