



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Frank L. Perry, Secretary

Jerry Hodnett, Acting Director  
Human Resources

November 6, 2014

### ADMINISTRATIVE MEMORANDUM: 12-2014

**TO:** DPS Leadership

**FROM:** Jerry Hodnett

**RE:** Bonus Leave Policy Revisions

The Office of State Human Resources Vacation Leave Policy, which includes the procedures for managing Bonus Leave, has been recently revised and was approved by the State Human Resources Commission at the October 9, 2014 meeting. The policy change now allows for bonus leave to be used prior to vacation leave and outlines the provisions for administering this leave benefit. It can be found at [http://www.oshr.nc.gov/Guide/Policies/5\\_Leave/Vacation%20Leave.pdf](http://www.oshr.nc.gov/Guide/Policies/5_Leave/Vacation%20Leave.pdf).

The bonus leave granted for FY 2014-15 is different from the special leave granted in FY 2012-2013 and FY 2013-2014. The special leave, if not used, expired at the end of the fiscal year and only employees retiring within that fiscal year could be paid for the leave upon separation. The FY 2014-15 bonus leave does not expire and may be carried forward from year to year. Furthermore, it will be paid out in addition to vacation leave when the employee separates from state government for any reason. Therefore, please encourage employees to carefully consider all options before using their bonus leave in lieu of vacation leave.

The bonus leave has been added to the current Bonus Leave bucket and will remain part of the approved leave (A/A 9000) hierarchy. There is no specific beacon code for bonus leave, rather the A/A 9000 must be entered and a manual adjustment by BEST Shared Services will be required to substitute bonus leave for vacation leave.

If an employee requests to use bonus leave prior to vacation leave, the division HR/Benefit Representative must provide the employee with the Policy Notice Flyer and Special Leave vs. Bonus leave chart. If the employee still wishes to use their bonus leave in lieu of vacation leave, the Bonus Leave Request vs. Vacation Time form must be completed in full by the work unit representative and submitted to BEST via email to [BEST@osc.nc.gov](mailto:BEST@osc.nc.gov). A ticket will be generated and the request processed accordingly within the policy. The form can be found on the BEST Shared Services website at [http://www.ncosc.net/BEST/support/forms\\_tm.html](http://www.ncosc.net/BEST/support/forms_tm.html).

The time entry for approved leave A/A 9000 must be entered on the specific dates requested to be changed. All time must be entered, approved and go through time evaluation for the entire overtime period in which the employee wishes to use the bonus leave (40 hour week or 28 day period) before the Request to use Bonus Leave vs. Vacation Time form may be submitted to BEST Shared Services.

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ALL compensatory time (holiday comp, OT comp, gap comp, etc.) shall be used prior to using bonus leave. As a result, if the employee has sufficient compensatory time as of the date of the request, they will not be allowed to use bonus leave and there is no need to submit the Request to use Bonus Leave vs. Vacation Time form.

Retroactive adjustments back to September 1, 2014 will be permitted and must be submitted to BEST by November 20, 2014.

Employees must be notified of this revision and how it differs from Special Leave previously granted in FY 2012-13 and FY 2013-14. This also applies to previous Bonus Leave granted in 2002, 2003 and 2005 for any employee that has a balance remaining from those years.

Questions may be directed to the division, section, work unit HR representatives or the HR Office at (919)716-3800.

Thank you for your assistance.

JH:mks

Attachments: Policy Notice Flyer  
Special Leave vs. Bonus Leave Chart  
Bonus Leave Frequently Asked Questions  
OSHR Memorandum

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