



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor

David A. Shehdan, Director  
Human Resources

August 13, 2013

### MEMORANDUM

**TO:** Department of Public Safety Managers and Supervisors

**FROM:** David A. Shehdan *DAS*

**RE:** **FY 2013-14 Special Leave**

On July 26, 2013, the North Carolina General Assembly ratified Senate Bill 402 (Session Law 2013-15), which grants a one-time additional five (5) days of special vacation leave effective July 1, 2013, to permanent full-time employees of the State. Part-time permanent employees shall be granted a pro-rata amount of the five days. Attached is a copy of the 2013-2014 Special Leave Policy, which outlines the provisions for administering this leave benefit.

Unlike the previous year, an absence/attendance (A/A) code with a leave bucket has been developed in BEACON so that supervisors and employees can better monitor the use of this leave and remaining balances throughout the year. The A/A code for the FY 2013-14 Special Leave is **9712**. The special leave will be loaded the night of August 15, 2013 and will be available for use on Friday, August 16, 2013. Retroactive adjustments will be temporarily allowed through September for employees wishing to substitute the special leave for other leave used during July and August. After September, no retroactive adjustments will be permitted, so please ensure that employees are aware of this limited opportunity.

The system will automatically offset special leave during a work period in which the employee is in pay status more than their standard hours. It will generate error messages in those situations where more than the allotted amount of leave is recorded resulting in a hard stop. This should greatly minimize the number of errors this year.

Additionally, the balance of special leave will be documented on the employee's monthly time statement and pay statement, so employees will be aware of the remaining balance and whether it was offset by the use of another type of leave during the work period.

The special leave will only be paid out to employees retiring prior to June 30, 2014. Such employees will be paid for the special leave or any remaining balance upon immediate retirement from a State-supported retirement system. The retirement separation effective date must occur between July 1, 2013 and June 30, 2014 and the retirement effective date must occur immediately upon termination of employment. Immediate is defined as the first day of the month following the effective date of separation.

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The special leave policy has been posted to the OSHR Website  
<http://www.osp.state.nc.us/Guide/Policies/policies.htm>

The following training aids are also available on the Office State Controller's website:

[2013 Special Leave Quota 55](#)  
[MSS Special Leave 2013](#)  
[ESS-Time-Special Leave 2013](#)

This leave is limited to use by employees during the FY 2013-14 and will be forfeited if not used by June 30, 2014. As previously stated, retroactive adjustments after September will not be permitted. Therefore, please make every effort to ensure that employees are aware of the availability of special leave and given the opportunity to use the special leave.

If you have any questions about the policy provisions of the FY 2013-2014 Special Leave, please contact the Department of Public Safety Human Resource Office or your Human Resource Representative at your work unit. Thank you for your assistance in this matter.

DAS:MKS

Cc: Acting Secretary Frank L. Perry  
Commissioner Lorrie Dollar  
Commissioner James Gorham  
Commissioner W. David Guice  
Mr. Bennie Aiken  
Mr. Ellis Boyle

Attachment