

POLICY NOTICE

Bonus Leave

Employee Distribution

NC Office of State Human Resources

October 2014

Policy Change for Bonus Leave

In August, 2014, Senate Bill 744 was signed by the Governor. It granted eligible state employees an additional five days of annual leave (i.e., bonus leave), effective September 1, 2014. Previously, policy only allowed Bonus Leave to be used after all vacation time had been exhausted.

Most recently, the Bonus Leave policy (part of the Vacation Leave policy) has undergone policy changes. The changes were approved at the October 9th State

Human Resources Commission and by the Governor. They allow bonus leave to be used prior to vacation leave and outlines the provisions for administering this leave benefit.

For more information on the Bonus leave policy, please click on the below link.

http://www.oshr.nc.gov/Guide/Policies/5_Leave/Vacation%20Leave.pdf

IMPORTANT NOTE

Bonus leave is very different from Special Leave previously granted in FY 2012-2013 and FY 2013-2014. The table below shows the differences.

	SPECIAL LEAVE	BONUS LEAVE
Does it Expire?	YES	NO
Does it pay out upon separation?	NO <i>Only in the case of retirement</i>	YES
Can it be used before exhausting comp time?	YES	NO
Can you Donate this leave as VSL?	NO	YES



INSTRUCTIONS For Requesting Bonus Leave *(in place of Vacation)*

Bonus Leave is requested consistent with Vacation Leave. However, it is important to let your Supervisor/Manager know that the bonus leave requested ***will take the place of vacation.***

Your HR representative will ensure that the proper form and/or actions are completed to reduce your Bonus Leave accrual.

Questions & Answers

Q: Can employees change vacation requests already submitted/exhausted to reflect bonus instead?

A: Yes, but only vacation used beginning 9/1/14 may be submitted for change. No changes prior to 9/1/14 can be made.

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

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

Q: Is there a specific time frame to submit retroactive changes for bonus leave?

A: Yes, all retroactive requests must be submitted by November 20, 2014.

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

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

Q: Can Bonus Leave be used before earned compensatory time?

A: No, Bonus Leave shall be used after all earned compensatory time.

Additional questions and concerns should be directed to your local HR Representatives.