

Special Leave vs. Bonus Leave

| Special Leave Previously awarded FY 2012-2013 & FY 2013-2014 | <u>PROVISIONS</u> | Bonus Leave Awarded FY 2014-2015 |
|--|--------------------------------|---|
| Expired after 12 months | Expiration | No expiration |
| Not paid out upon separation, except in the case of immediate retirement. | Separation | Paid out 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). |
| Could not be donated | Voluntary Shared Leave | Can be donated |
| Transferable within the award date and expiration date, but lost after expiration and if the employee transferred to another State agency in a position that was not eligible for the special leave. | Transfers | Any balance of bonus leave will be transferred with the employee who transfers to another State agency position eligible for bonus leave. |
| Special leave could not be used to resolve negative leave balance liabilities that were the result of leave that occurred prior to award date. | Negative Leave Balances | Bonus leave may be applied to negative balances of regular earned leave with the approval of the employee and the agency head (or designee). |