

# FY 2017-2018 Special Bonus Leave

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<b>Provisions</b>	Session Law 2017-57 (the 2017 Appropriations Act) granted a one-time three days (24 hours) of special annual bonus leave, effective July 1, 2017, to eligible State employees. The leave shall remain available during the length of the employee's employment, notwithstanding any other limitation on the total number of days of annual leave that may be carried forward. This leave has no cash value and is not eligible for cash-in. If not used prior to the time of separation or retirement, the special bonus leave cannot be paid out and is lost.
<b>Eligibility</b>	Employees must meet all of the following criteria: <ul style="list-style-type: none"><li>• Full-time employee</li><li>• Employed (in pay status) with the State of North Carolina on July 1, 2017</li><li>• Eligible to earn vacation leave on July 1, 2017</li><li>• Have a permanent, probationary, or time-limited appointment type</li></ul> Note: Full-time employees who work less than 12 months (9, 10, or 11-month employees) shall receive a pro-rata amount of leave.
<b>Provisions for Part-Time Employee</b>	Permanent part-time employees (half-time or more) shall receive a pro-rata amount of the three days (24 hours).
<b>Employees on Leave Without Pay (LWOP)</b>	Employees on LWOP, other than workers' compensation and military leave for reserve active duty, shall be credited with the special bonus leave upon their return to employment based on their type of appointment at the time of LWOP.  Employees on workers' compensation leave or military leave for reserve active duty shall be credited with the special bonus leave as of July 1, 2017 and the leave will be available for use as allowed by policy during the length of the employee's employment.

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## **Scheduling and Use of Leave**

- Leave shall be taken only upon appropriate authorization.
- Leave may be used for any purpose for which regular vacation leave is used, except leave cannot be donated as Voluntary Shared Leave.
- An employee may choose to use special bonus leave prior to earned compensatory time (holiday comp, overtime comp, gap-hours comp, on-call comp, and travel comp), regular vacation leave, bonus leave and sick leave.
- The use of special bonus leave, in lieu of the above listed leave, shall be decided upon initial request of leave.
- Retroactive leave adjustments will not be allowed after initial implementation.
- Leave shall be charged in units of time consistent with regular vacation leave.
- Leave shall be offset in accordance with the leave offsetting rules.
- Leave cannot be used to resolve negative leave balance liabilities that were the result of leave that occurred prior to July 1, 2017.
- Leave shall be used prior to using donated Voluntary Shared Leave.

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## **Accounting for Special Leave**

- Leave shall be accounted for separately from all other accrued leave including regular vacation leave and bonus leave.
- Any balance of special bonus leave on the last day of the calendar year will be retained by the employee and transferred in to the next calendar year. It will not be considered as part of the 240 hours of vacation leave that can be retained.
- Special bonus leave shall not be combined with vacation leave to determine the 240 hour maximum vacation leave payout upon separation.
- Special bonus leave shall not be subject to conversion to sick leave.

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## **Transfers**

Any balance of special bonus leave shall be transferred with the employee who transfers to another State agency into a position

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appointment that meets the eligibility requirements for the special leave. The balance of the special bonus leave is lost, if the employee transfers to another State agency in a position appointment that is not eligible for the special leave.

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**Separation**

Special bonus leave balances shall not be paid out upon termination of employment, including Reduction in Force.

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**Implementation  
and  
Administration**

Upon initial implementation, employees may choose to go retroactive and adjust leave accordingly in compliance with these guidelines for absences that occurred since July 1, 2017. Retroactive leave adjustments shall not be allowed after initial implementation.