

August 9, 2018

Subject: 2018 Special Annual Leave Bonus

From: Terri Tibbs, AVC for Human Resources

The General Assembly enacted Session Law 2018-5 (the 2018 Appropriations Act), which granted a one-time award of five days of special bonus leave to SHRA and EHRA permanent employees who are in active pay status and eligible to earn leave effective July 1, 2018. Part-time, permanent employees shall receive a pro-rated amount of the five days. This leave will never expire, has no cash value and is not eligible for cash-in. If not used prior to the time of separation or retirement, this special annual leave bonus cannot be paid out.

Any Vacation leave remaining on December 31 of each year in excess of the allowable 240 hours to carry forward shall be reduced by the number of hours of Special Annual Leave Bonus that were actually used during the year. The calculation of Vacation leave that would normally convert to sick leave shall reflect a deduction of those hours used by the employee during the year. For example, if your Vacation leave balance on December 31 is 280 hours, and you are a full-time employee who used all 40 hours of the 2018 Special Annual Leave Bonus, no time would convert to sick leave during the end of year leave roll.

Eligibility:

Employees must meet all of the following criteria:

- Full-time employee. Permanent part-time employees (half-time or more) shall receive a pro-rated amount of the five days (40 hours)
- Employed (in pay status) with the State of North Carolina on July 1, 2018
- Eligible to earn vacation leave on July 1, 2018
- Have a permanent, probationary, or time-limited appointment type.

Scheduling and Use of Leave:

- A new leave category, "Special Leave 2 Taken," will be available on the August monthly leave report and the SB 18 Smart Time leave report (for the 8/6-19/2018 leave period).
- When using this leave, it should be recorded as "Special Leave 2 Taken" on the leave report.
- Leave may be used for any purpose for which regular vacation leave is used.
- Cannot be used for donation as Voluntary Shared Leave
- An employee may choose to use special annual leave bonus leave prior to earned comp time, regular vacation leave, bonus leave, and sick leave.
- Retroactive leave adjustments to vacation or bonus leave used between 7/1/18 and 8/5/18 when the Special Leave 2 was unavailable on the leave reports must be requested by end of day 9/14/18. No retroactive adjustments may be made after this date. The request form for retroactive leave adjustments is included in this communication.
- Leave cannot be used to resolve negative leave balances that were the result of leave that occurred prior to July 1, 2018.

Please contact Theresa Graham at 910-672-1821 for additional information.



Date:

I _____ wish to submit _____ hours of the 2018 Special Annual Leave Bonus to retroactively adjust the following vacation or bonus leave coding that occurred between July 1, 2018 and August 5, 2018. The number of Special Annual Bonus Leave Hours requested for use may not exceed the total hours granted (40 hours for full time, eligible employees, or pro-rata amount of leave for permanent part-time employees and full-time employees who work less than 12 months).

Date to apply Special Bonus Leave _____ Number of Hours _____

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I understand that the leave balance adjustment for requested hours will be reflected in my September leave balances at the end of the month provided the form has been submitted to Human Resources by September 14, 2018.

Because this is a one-time option to adjust vacation or bonus leave used between July 1 and August 5, 2018, requests submitted after September 14th will not be honored.

The use of these Special Annual Leave Bonus hours will reduce my current Fiscal Year 2018-2019 Special Annual Leave Bonus balance.

Signature:

Banner Number:

Fax completed form to Theresa Graham in Human Resources at 910-672-1821 or email to tgraham1@uncfsu.edu no later than August 31, 2018.