

# FY 2018-2019 Special Annual Leave Bonus

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**Provisions**

Session Law 2018-5 (the 2018 Appropriations Act) granted a one-time five days (40 hours) of Special Annual Leave Bonus, effective July 1, 2018, 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 annual leave bonus cannot be paid out and is lost.

Additionally, notwithstanding any provision of GS 126-8 to the contrary, any vacation leave remaining on December 31 of each year in excess of 30 days (240 hours) shall be reduced by the number of days awarded in this section, that were actually used by the employee during the year, such that the calculation of vacation leave days that would normally convert to sick leave, shall reflect a deduction of those days of special annual leave bonus awarded that were used by the employee during the year.

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**Eligibility**

Employees must meet all of the following criteria:

- Full-time employee
- 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

Note: Full-time employees who work less than 12 months (9-, 10-, or 11-month employees) shall receive a pro-rata amount of leave.

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**Provisions for Part-Time Employee**

Permanent part-time employees (half-time or more) shall receive a pro-rata amount of the five days (40 hours).

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**Employees on Leave Without Pay (LWOP)**

Employees on LWOP, other than workers' compensation and military leave for reserve active duty, shall be credited with the Special Annual Leave Bonus 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 Annual Leave Bonus leave as of July 1, 2018 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 annual 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 Annual Leave Bonus, 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, 2018.
- 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 annual leave bonus on the last day of the calendar year will be retained by the employee and transferred to the next calendar year. It will not be considered as part of the 240 hours of vacation leave that can be retained.
- Special annual leave bonus shall not be combined with vacation leave to determine the 240 hour maximum vacation leave payout upon separation.
- Special annual leave bonus shall not be subject to conversion to sick leave.

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## **Transfers**

Any balance of special annual leave bonus leave shall be transferred with the employee who transfers to another State agency into a position appointment that meets the eligibility requirements for the special leave. The balance of the special annual leave bonus is lost if the employee transfers to another State agency in a position

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appointment that is not eligible for the special annual leave.

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**Separation**

Special annual leave bonus 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, 2018. Retroactive leave adjustments shall not be allowed after initial implementation.

## ***Special Annual Leave Bonus Frequently Asked Questions***

***What is Special Annual Leave Bonus?*** A one-time five days (40 hours) of leave granted to eligible state employees that can be used similarly to how regular vacation leave is used. However, this leave is different from regular bonus leave and special leave previously granted in FY 2012-13, FY 2013-14 and FY 2017-18. See the table below.

	<b>Special Leave FY 2012-13</b>	<b>Bonus Leave FY2013-14</b>	<b>Special Bonus Leave FY 2017-18</b>	<b>Special Annual Leave Bonus FY 2018-19</b>
<b>Does it expire?</b>	YES	NO	YES Only upon separation or retirement	YES Only upon separation or retirement
<b>Does it pay out upon separation?</b>	NO Only in the case of retirement	YES	NO	NO
<b>Can it be used before exhausting comp time?</b>	YES	NO	YES	YES
<b>Can you donate this leave as Voluntary Shared Leave?</b>	NO	YES	NO	NO

## ***Special Annual Leave Bonus Frequently Asked Questions***

***Q: When did Special Annual Leave Bonus become eligible to be used?***

**A:** Session Law 2018-5 granted this leave to be effective on July 1, 2018.

***Q: Can employees change vacation/bonus requests already submitted or exhausted to reflect special***

***Annual leave bonus instead?***

**A:** Yes, but only vacation and bonus leave used beginning July 1, 2018 may be submitted for change. No changes prior to July 1, 2018 can be made.

***Q: Will there be a specific time frame to submit retroactive changes for bonus leave?***

**A:** Yes. Retroactive adjustments will only be allowed for a short period upon implementation.

HR/Payroll system employees only: Adjustments must be made by **09/14/2018**.

***Q: Is Special Annual Bonus Leave transferrable?***

**A:** Yes, any balance of Special Annual Bonus Leave will be transferred with the employee who transfers (without a break in service) to another state agency position eligible for Special Annual Bonus Leave.

***Q: Can employees use Special Annual Bonus Leave to make up adverse weather liabilities?***

**A:** Yes, if the adverse weather leave occurred on or after July 1, 2018.

***Q: Are part-time employees eligible for Special Annual Bonus Leave?***

**A:** Yes, part-time employees shall receive a pro-rata amount of the five days (40 hours).