



REGULATIONS

The University of North Carolina *Office of the President*

300.2.9 [R]

Adopted 10/01/02

Subject: Regulations on Interpreting the Modifications to the 2001 Appropriations Act, Part XXVIII. Salaries and Employee Benefits, Section 28.3A, Special Annual Leave Bonus

The 2001 Appropriations Act, Part XXVIII. SALARIES AND EMPLOYEE BENEFITS, Section 28.3A includes a provision for a SPECIAL ANNUAL LEAVE BONUS. Outlined below are regulations for implementing this provision for Senior Academic and Administrative Officers defined by University policy 300.1.1 and Employees Exempt from the State Personnel Act defined by University policy 300.2.1.

Provisions and Eligibility

1. Permanent full-time University employees who are eligible for annual leave as of September 30, 2002, shall receive 10 days as an Annual Bonus, hereafter referred to as "bonus leave." This includes employees separating on September 30, 2002.
2. Full-time employees who are eligible for annual leave and who work less than 12 months shall receive a pro rata amount of the 10 days.
3. Permanent part-time employees (half-time or more) who are eligible for annual leave shall receive a pro rata amount of the 10 days.
4. Employees on leave without pay shall be credited with the 10 days upon their return based on their type of appointment at the time of leave without pay.

Scheduling Bonus Leave

- Bonus leave shall be taken only upon authorization of the agency head (or designee).
2. Bonus leave may be used for any purpose for which regular annual leave is used.
 3. Bonus leave shall be charged in units of time consistent with regular annual leave guidelines.
 4. The employee shall determine whether to charge approved leave to regular annual leave or bonus leave.

Accounting for the Annual Bonus

1. Bonus leave shall be accounted for separately from regular earned annual leave.
2. Any balance of bonus leave at the end of the reporting year will be retained by the employee and transferred into the next year. It will not be considered as part of the maximum 30 days of annual that can be retained.
3. Bonus leave will not be subject to conversion to sick leave.

Transfer Any balance of bonus leave will be transferred with the employee who transfers to another State agency eligible for bonus leave, subject to the receiving agency's approval.

**Separation/
Status
Change** Bonus leave balance will be paid in addition to regular annual leave if the employee leaves state government or changes to a non-leave earning status.

- Miscellaneous
Provisions**
1. Bonus leave may be applied to negative balances of regular earned leave with the approval of the employee and the agency head (or designee).
 2. Bonus leave is available to be donated as annual leave under the Voluntary Shared Leave provisions.
 3. Agencies shall maintain records of bonus leave.

These regulations also apply to EPA faculty who are eligible for annual leave unless a constituent institution adopts an alternative policy that complies with Section 28.3A of the Modifications to the 2001 Appropriations Act.



Molly Corbett Broad, *President*