



NORTH CAROLINA SCHOOL OF  
SCIENCE AND MATHEMATICS

Title	BONUS LEAVE
Authority	Chancellor
History	Effective July 1, 2007
Legal Reference	BOG <a href="#">300.2.9[R]</a> Regulations on Interpreting the Special Annual Leave Bonus Appropriations Act Provisions
Additional References	Appropriations Acts of 2001, 2003, 2005
Responsible Offices	Human Resources
Classification	3710

The NC General Assembly has provided bonus leave as follows:

Amount of Leave	Effective Date
80 hours	September 30, 2002
80 hours	July 1, 2003
40 hours	September 1, 2005

ELIGIBILITY

1. SPA full-time employees (permanent, probationary, trainee or time-limited) shall receive bonus leave at the rates indicated above if employed on the dates indicated above.
2. SPA part-time employees regularly scheduled to work 20-29 hours/week (permanent, probationary, trainee or time-limited) shall receive a pro rata amount.
3. SPA permanent employees regularly scheduled to work less than half-time and all SPA temporary employees are not eligible to receive bonus leave.
4. EPA permanent employees who earn leave are eligible for bonus leave if employed on the dates indicated above. Bonus leave is prorated for EPA permanent employees working less than 12 months per year or working 20-29 hours/week.
5. Eligible employees on leave without pay, other than workers' compensation leave and leave for reserve active duty, shall be credited with the appropriate bonus leave upon their return based on their type of appointment at the time of leave without pay. If they do not return, they are not eligible for the bonus leave.
6. Eligible employees on workers' compensation leave and leave for reserve active duty shall be credited with appropriate bonus leave for use upon their return to work. If the employee does not return, the bonus leave shall be paid in addition to any other leave, in accordance with the leave policies.
7. Eligibility to earn bonus leave is contingent upon employment status on the dates indicated above.

**Example:** An employee began permanent full-time employment on June 30, 2003 and ended employment on August 31, 2005.

- The employee is NOT eligible for the September 30, 2002 bonus leave.

- The employee IS eligible for the July 1, 2003 bonus leave.
- The employee is NOT eligible for the September 1, 2005 bonus leave.

**Example:** An employee began permanent part-time employment on September 1, 2005 and ended employment the same day, September 1, 2005.

- The employee is eligible ONLY for the September 1, 2005 bonus leave.

#### USE OF BONUS LEAVE

1. Bonus leave shall be taken only upon authorization by the immediate supervisor.
2. Bonus leave may be used for any purpose for which regular vacation/annual leave is used.
3. Bonus leave shall be charged in units of time consistent with regular vacation/annual leave guidelines.
4. The employee shall determine whether to charge approved leave to regular vacation/annual leave or bonus leave.

#### RECORDKEEPING

1. Bonus leave shall be accounted for separately from regular earned vacation leave.
2. Bonus leave accrued in different years shall be accounted for collectively.
3. Any balance of bonus leave on December 31 will be retained by the employee and transferred into the next calendar year. It will not be considered part of the maximum 240 hours of vacation that can be retained.
4. Bonus leave will not be subject to conversion to sick leave.
5. Each bonus leave allocation is a one-time allotment. Employees do not "lose it" at the end of the calendar year nor do they receive an additional allotment the next year, unless specifically allocated by the General Assembly.
6. SPA non-exempt employees shall code time for bonus leave on their timesheets as bonus leave and note in the Explanation section that bonus leave was used.  
(**Example:** "8 hrs bonus leave used on 12-14-02; 72 hrs remaining.")

#### CHANGE IN EMPLOYEE STATUS

1. Any balance of bonus leave will be transferred with the employee who transfers to another State agency eligible for bonus leave.
2. Bonus leave balance will be paid in addition to regular vacation/annual leave if the employee leaves state government or changes to a non-leave earning status.

#### MISCELLANEOUS PROVISIONS

1. Human Resources shall maintain records of bonus leave.
2. Bonus leave may be applied to negative balances of regular earned leave with the approval of the employee and supervisor.

3. Bonus leave is available to be donated as vacation/annual leave under the Voluntary Shared Leave provisions. (**Note:** Once donated, bonus leave is considered part of the recipient's sick leave balance, not bonus leave balance.)

## QUESTIONS

1. If there are questions regarding the appropriate application of this policy, contact the Office of Human Resources.
2. If you have questions about your current leave balances, contact the Office of Human Resources.