

**Regulations on Interpreting the 2003 Appropriations Act, Part XXX.
Salaries and Employee Benefits, Section 30.12B, Special Annual Leave Bonus**

The 2003 Appropriations Act, Part XXX. SALARIES AND EMPLOYEE BENEFITS, Section 30.12B 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	<ol style="list-style-type: none">1. Permanent full-time University employees who are eligible for annual leave as of July 1, 2003, shall receive 10 days as an Annual Bonus, hereafter referred to as "bonus leave."2. Full-time employees who are eligible for annual leave and who have other than 12-month appointments shall receive a pro rata amount of the 10 days, based on the term of the appointment.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	<ol style="list-style-type: none">1. 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	<ol style="list-style-type: none">1. Bonus leave shall be accounted for separately from regular earned annual leave, but together with the bonus leave awarded to eligible employees on September 30, 2002, in accordance with University regulation 300.2.9 [R].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 leave 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	<ol style="list-style-type: none">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 30.12B of the 2003 Appropriations Act.