



TRANSMITTAL LETTER

The University of North Carolina
General Administration

Transmittal Number 95
September 5, 2014

THIS LETTER TRANSMITS CHANGES TO THE
*UNC POLICY MANUAL**

[300.2.9\[R\]](#)

Regulations on Interpreting the Special Annual Leave Bonus Appropriations Act Provisions

The Regulations were updated and amended to reflect the five bonus days provided for in the North Carolina General Assembly Appropriations Act of 2014.

*A redline version of the regulation is attached.

Regulations on Interpreting the Special Annual Leave Bonus Appropriations Act Provisions

(2014 Appropriations Act, Part XXXV., Salaries and Benefits, Section 35.10A)
(2005 Appropriations Act, Part XXIX., Salaries and Employee Benefits, Section 29.14A)
(2003 Appropriations Act, Part XXX., Salaries and Employee Benefits, Section 30.12B)
(2002 Appropriations Act, Part XXVIII., Salaries and Employee Benefits, Section 28.3A)

The Appropriations Acts of 2014, 2005, 2003, and 2002 include provisions for SPECIAL ANNUAL LEAVE BONUS. Outlined below are regulations for implementing these provisions for Senior Academic and Administrative Officers defined by University policy 300.1.1 and Employees Exempt from the State Human Resources Act defined by University policy 300.2.1. These regulations also apply to EPA faculty who are eligible for annual leave unless a constituent institution adopts an alternative policy that complies with the relevant legislative provisions.

2014 Provisions and Eligibility

1. Permanent full-time University employees who are eligible for annual leave as of **September 1, 2014**, shall receive **5 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 **5 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 **5 days.**
4. Employees on leave without pay shall be credited with the **5 days** upon their return based on their type of appointment at the time of leave without pay.

2005 Provisions and Eligibility

1. Permanent full-time University employees who are eligible for annual leave as of **September 1, 2005**, shall receive **5 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 **5 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 **5 days.**
4. Employees on leave without pay shall be credited with the **5 days** upon their return based on their type of appointment at the time of leave without pay.

2003 Provisions and Eligibility

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.

2002 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 have other than 12-month appointments 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

1. Bonus leave shall be taken consistent with the leave approval process adopted or utilized by the constituent institution.
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 Bonus Leave

1. Bonus leave shall be accounted for separately from regular earned annual leave, but together with all of the bonus leave awarded under the statutory provisions referenced above.
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 within the University-system or to another State agency eligible for bonus leave.

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 as authorized by the constituent institution's leave policies.
2. Bonus leave is available to be donated as annual leave under the Voluntary Shared Leave provisions.

Regulations on Interpreting the Special Annual Leave Bonus Appropriations Act Provisions

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(2005 Appropriations Act, Part XXIX., Salaries and Employee Benefits, Section 29.14A)

(2003 Appropriations Act, Part XXX., Salaries and Employee Benefits, Section 30.12B)

(Modifications to the ~~2001~~(2002 Appropriations Act, Part XXVIII., Salaries and Employee Benefits, Section 28.3A)

The Appropriations Acts of 2014, 2005, 2003, and ~~2001~~2002 include provisions for SPECIAL ANNUAL LEAVE BONUS. Outlined below are regulations for implementing these provisions for Senior Academic and Administrative Officers defined by University policy 300.1.1 and Employees Exempt from the State ~~Personnel~~Human Resources Act defined by University policy 300.2.1. These regulations also apply to EPA faculty who are eligible for annual leave unless a constituent institution adopts an alternative policy that complies with the relevant legislative provisions.

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3. Permanent part-time employees (half-time or more) who are eligible for annual leave shall receive a pro rata amount of the **5 days.**
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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

1. Bonus leave shall be taken ~~only upon authorization of the agency head (or designee) consistent with the leave approval process adopted or utilized by the constituent institution.~~
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 Leave

1. Bonus leave shall be accounted for separately from regular earned annual leave, but together with all of the bonus leave awarded under the statutory provisions referenced above.
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 within the University-system or 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)~~ as authorized by the constituent institution's leave policies.

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 29.14(A) of the 2005 Appropriations Act, Section 30.12B of the 2003 Appropriations Act, and Section 28.3A of the Modifications to the 2001 Appropriations Act.~~