



08.217 Bonus Leave

Authority:	Chancellor
History:	Revised August 2017; Effective January 1, 2007
Source of Authority:	UNC Policy 300.3.1[R]
Related Links:	State Human Resources Manual: Bonus Leave
Responsible Office:	Human Resources

I. Purpose

The purpose of this policy is to provide uniform guidance for the accrual, use, and disposition of Bonus Leave.

II. Scope

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments who were in pay status on the dates bonus leave was granted are covered under this policy. Temporary EHRA and SHRA employees, and academic year faculty are not covered under this policy.

III. Policy

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments who were in a pay status on the dates bonus leave was granted by the legislature were awarded leave. Bonus leave is not accrued, but may be awarded by the legislature as a part of the legislative increase process, and must be administered according to their instructions. This policy applies to bonus leave accrued that has not been taken or paid at separation.

A. Leave Awarded

Leave was awarded as follows (prorated by FTE and for less than 12 month and for less than full time employees):

80 Hours	September 30, 2002
80 Hours	July 1, 2003
40 Hours	September 1, 2005
40 Hours	September 1, 2014

B. Use

Use of bonus leave requires supervisory approval. Leave may be used for the same purposes as vacation leave, including donation in the [Shared Leave Program](#). The employee determines whether to charge the time off to Vacation or Bonus Leave.

C. Accounting

1. Must be accounted for separately from other leave.
2. Any balance as of December 31 will be retained by the employee. It does not count as part of the maximum carry forward to the new year.

D. Transfer or Separation

1. Bonus leave transfers with the employee to another position within the university or state system or state agency.
2. At separation bonus leave is paid in addition to vacation leave.
3. At retirement, bonus leave is paid in addition to vacation leave and will be included in the average final compensation calculation for employees retiring in the Teachers' and State Employees' Retirement System (TSERS).
4. Retirement contributions will be deducted from all leave paid.
5. In the event of a deceased employee, payments are made to the estate.

E. Records

Records of leave awarded and taken must be maintained in the department for the current year and the past four years.