

# Special Bonus Leave

FAQs

NC Office of State Human Resources

July 2017

**What is Special Bonus Leave?** A one-time three days (24 hours) of leave granted to eligible state employees that can be used similarly to how regular vacation leave is used. This leave; however, is different from regular bonus leave and special leave previously granted in FY 2012-2013 and FY 2013-2014. \*

*\*The table below shows the differences.*

	SPECIAL LEAVE	BONUS LEAVE	SPECIAL BONUS LEAVE FY2018
<b>Does it expire?</b>	YES	NO	YES <i>Only upon separation/retirement</i>
<b>Does it pay out upon separation?</b>	NO <i>Only in the case of retirement</i>	YES	NO
<b>Can it be used before exhausting comp time?</b>	YES	NO	YES
<b>Can you donate this leave as VSL?</b>	NO	YES	NO

## Additional Questions & Answers

**Q: When did Special Bonus Leave become eligible to be used?**

**A:** Session Law 2017-57 granted this leave to be effective on July 1, 2017.

**Q: Can employees change vacation/bonus requests already submitted/exhausted to reflect special bonus leave instead?**

**A:** Yes, but only vacation and bonus leave used beginning July 1, 2017 may be submitted for change. No changes prior to July 1, 2017 can be made.

**Q: Is there a specific time frame to submit retroactive changes for bonus leave?**

**A:** Yes. Retroactive adjustments will only be allowed for a short period upon implementation.  
HR/Payroll system employees only: Adjustments must be made by September 12, 2017.

**Q: Is Special Bonus Leave transferrable?**

**A:** Yes, any balance of Special Bonus Leave will be transferred with the employee who transfers (without a break in service) to another state agency position eligible for special bonus leave.

**Q: Can employees use special bonus leave to make up adverse weather liabilities?**

**A:** Yes, if the adverse weather leave occurred on or after July 1, 2017.

**Q: Are part-time employees eligible for special bonus leave?**

**A:** Yes, part-time employees shall receive a pro-rata amount of the 3 days.