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Sent: Thursday, July 19, 2012 6:15 PM
To: Human Resources Facilitators
Subject: [hrfac] Additional Special Leave for State Employees

TO: HR Facilitators

FROM: Ashley Nicklis, Senior Director, Benefits & Work/Life Programs
Office of Human Resources

The 2012 General Assembly ratified SB 187, which provides a one-time additional five days of special (vacation) leave effective July 1, 2012, to permanent full-time leave-earning employees. Since 9-month faculty do not earn leave, they are not eligible for this leave. The leave will be pro-rated for part-time employees.

The special leave, which is being referred to as FY13, is being awarded as a one-time benefit to be used by June 30, 2013. We have modified TIM to include a bucket for this leave entitled FY13. The FY13 leave must be maintained and accounted for separately from vacation and bonus leave. Any leave not used by June 30, 2013, will be forfeited. FY13 leave will not be paid out upon separation unless the separation is due to retirement and the retirement occurs the day following the date of separation. The FY13 leave should be used prior to exhausting earned compensatory time (holiday comp, on-call comp, overtime comp, gap-hours comp, and travel comp), regular vacation leave and bonus leave.

The provisions allow for this leave to be used retroactively to July 1, 2012; **however, TIM cannot make the leave retroactively available due to signoffs that have already occurred for the previous pay periods. Therefore, the leave will be made effective in TIM as of July 16 and TIM will not be able to accommodate any historical edit or historical move prior to July 16.** If you have an employee that **needs** leave that was exhausted between July 1 and July 15 charged to FY13, please contact TIMSupport@unc.edu.

The FY13 leave will appear in TIM on Monday, July 23 and will be effective as of Monday, July 16. A memo with TIM-related instructions will be sent to TIM Administrators on July 16 as well.

For employees who are separating from employment and immediately entering retirement, please enter their FY13 into the comments section of HRIS or EPAWeb so that it can be paid out. You will also need to enter the FY13 balance into the comments section for any employees who have a balance at the time that their layoff date occurs, as this leave can be reinstated for any employee who has been RIF'd and returns to work at a state agency or university prior to June 30, 2013.

I advise all employees to read the full policy for full details. The policy is available on the Human Resources website at <http://hr.unc.edu/benefits/leave-and-holidays/index.htm>. If you have questions, please contact the Benefits Office at 962-3071.