

Special Bonus Leave

NC STATE UNIVERSITY

What is Special Bonus Leave? A one-time three days (24 hours) of leave granted to leave-earning SHRA/EHRA employees and Postdocs 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. Those working less than 40 hours/week will receive a pro-rated amount.

The table below shows the differences in leave granted over the years:

	SPECIAL LEAVE	BONUS LEAVE	SPECIAL BONUS LEAVE FY2018
Does it expire?	YES	NO	YES <i>Only upon separation/retirement</i>
Is it payable upon separation?	NO <i>Only in the case of retirement</i>	YES	NO
May it be used before exhausting comp time?	YES	NO	YES
Can you donate this leave as Voluntary Shared Leave?	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. Changes must be made by September 27, 2017. View a video on how to cancel a leave request and resubmit another request at go.ncsu.edu/cancel-leave

Q: When can I start using this special bonus leave?

A: WolfTime will have this leave posted to your balances on September 6, 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, leave earning, part-time employees will receive a pro-rata amount of the 3 days.

Q: When can I start using Special Bonus Leave?

A: WolfTime will be updated with Special Bonus Leave on September 6, 2017.

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Instructions for Changing Vacation or Bonus Leave to Special Bonus Leave

Special Bonus Leave is now available in WolfTime. It is retroactive to July 1, 2017. Employees may change a past absence from vacation or bonus leave taken after July 1, 2017 to Special Bonus Leave. The WolfTime Team recommends that the Employee or Manager make the change. The Leave Coordinator may also make the change, however, these changes will require a weekly WolfTime process to run to complete it.

EMPLOYEE UPDATES

- 1) The Employee may cancel the original transaction (leave taken on or after July 1, 2017) and re-enter one or more transactions to replace the absence. For instance, if the employee entered one vacation absence for 40 hours,
 - a) The employee should cancel that absence.
 - b) The Employee should then enter 2 other transactions, one for 24 hours of Special Bonus Leave, then another for the 16 hours of vacation time still needed to total the 40 hours.
 - c) The Manager should approve the cancelation and both new transactions
- 2) If the employee has an absence for less than or equal to the amount of Special Bonus Leave received:
 - a) The employee should cancel that absence
 - b) The employee should re-enter the new transaction using Special Bonus Leave
 - c) The Manager should approve the new transaction and the cancelation

MANAGER UPDATES

- 1) Alternatively, the Manager may cancel the employee's original transaction and re-enter transactions for the employee
 - a) The Manager should go to MyPack Portal→ Main Menu→ Human Resources System→ Manager Self Service→ Time Management → View Time → Absence Request History. Select the employee, then cancel the appropriate transaction
 - b) Then the manager may go to MyPack Portal→ Main Menu→ Human Resources System→ Manager Self Service→ Report Time → Absence Request and enter the new transaction(s) selecting Special Bonus Leave for the employee.

LEAVE COORDINATORS

Also, the leave coordinator may update the employee's transaction.

- 1) For Instance, if the employee has a vacation entry for 40 hours,
 - a) Search for the employee you need to change
 - b) Click on the Employee's name on the row that you wish to change
 - c) Change the hours on that transaction to 16 hours, (if an Exempt EE) leave the type as Vacation (or Bonus or Comp, etc).
 - d) Click OK to go back to the main grid

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- e) Forecast that row
- f) Submit it to Approve it
- g) Then enter another transaction for the Special Bonus Leave for 3 days. (completing the steps above to enter all data, forecast, and submit)

2) If the employee has a leave transaction for less than 24 hours,

- a) Change the leave type from Vacation or Bonus or Comp to the Special Bonus Leave type,
- b) Leave the hours as they are (if appropriate)
- c) Forecast the transaction- (you may get an error saying the 'Data being updated doesn't exist'. Please ignore that message)
- d) Submit the transaction to approve it

NOTE: Special Bonus Leave is independent. It will not automatically take before vacation, bonus or comp, etc. Campus must select Special Bonus Leave first rather than vacation, bonus or comp leave if they want to take this leave.