

BENEFITS

LEAVE

VACATION LEAVE

At least 112 hours (14 days, 9.33 hours/month) of vacation leave is provided annually. This leave is earned after an employee has worked at least ½ of the work days in each month. The monthly vacation earning rate increases every five years of state service. At separation, an employee will be paid the balance of their vacation leave up to a maximum of 240 hours.

Yrs of Total State Service	Hrs Granted per Month	Hrs Granted per Year	Days Granted
Less than 5 years	9 hrs. 20 mins. / 9.33	112	14
5 but less than 10 years	11 hrs. 20 mins / 11.33	136	17
10 but less than 15 years	13 hrs. 20 mins / 13.33	160	20
15 but less than 20 years	15 hrs. 20 mins / 15.33	184	23
20 years or more	17 hrs. 20 mins / 17.33	208	26

SICK LEAVE

96 hours (12 days, 8 hours/month) of sick leave is provided annually. This leave is earned after an employee has worked at least ½ of the work days in each month. Every 20 days equals one month of state service towards retirement. At separation, the sick leave balance shall be retained for 5 years and reinstated if the employee returns to state government within 5 years from the date of separation.

BONUS LEAVE

On 09/30/02, 07/01/03, and 07/01/05, the General Assembly provided a one-time additional benefit as bonus leave to eligible employees, provided they were employed on these given dates. Per legislation, any balance of bonus leave will be paid in addition to regular vacation leave upon separation.

HOLIDAYS/HOLIDAY LEAVE

State employees receive 12 paid holidays annually as set by the State Personnel Commission. To be eligible for the holiday, the employee must be in pay status thru the holiday for extended leave without pay (Leave of Absence status-LOA) or in pay status one half or more of the regularly scheduled work days in a month for short leave without pay (docking). Employees receive Holiday Premium Pay and equal time off if required to work on a holiday.

The Holiday Schedule may be found here: <http://www.oshr.nc.gov/holsched.htm>

Note: National Guard employees follow a federal holiday schedule. These employees have the 10 federal holidays plus 1 or 2 additional days at Christmas to total the 12 paid holidays approved that year for State employees.

COMPENSATORY LEAVE

Under the State's overtime compensation policy, employees are designated as either subject to Fair Labor Standards Act (S-FLSAOT) or not subject to Fair Labor Standards Act (N-FLSAOT) for overtime based on their position.

S-FLSAOT: Employees designated as S-FLSAOT earn overtime at 1½ times the amount of time worked beyond their designated standard hours after leave offsetting. These hours are paid out if not taken as time off under the approved leave hierarchy based on their position payout schedule (i.e. immediate, 30 day, 365 day).

N-FLSAOT: Employees designated as N-FLSAOT earn overtime on an hour-for-hour basis for time worked beyond their designated standard hours. These hours will be lost if not taken as time off under the approved leave hierarchy within 365 days from the date the hours are earned.

COMMUNITY SERVICE LEAVE

State employees are allowed up to 24 hours per calendar year to volunteer in support of schools, communities, citizens and non-profit organizations. Parents may also use the leave for child involvement. State employees wishing to mentor or tutor a student may receive one hour per week (up to 36 hours) instead of the 24 hours annually. This policy combined Community Involvement Leave, Child Involvement Leave and Volunteer Participation in June 2000.

OTHER MANAGEMENT APPROVED LEAVE

Time may be given for Emergency Services, Blood and Bone Marrow Donorship and Disaster Service Volunteer with the American Red Cross.

CIVIL LEAVE

Leave with pay is provided to an employee required to perform jury duty or to attend court or a job-related proceeding in connection with official job duties.

MILITARY LEAVE

Location

https://www.ncdps.gov/emp/Policies/HR/Military_Leave.pdf

The state provides two types of military leave to employees for certain periods of service in the uniformed services.

Military Training: Provides leave with pay up to the maximum of 120 hours for each fiscal year beginning October 1 thru September 30 when performing active duty for training and inactive duty training.

Reserve Active Duty: Provides leave with full pay up to the maximum of 30 calendar days for each period of involuntary service for members of the uniformed services reserve components when ordered to State or Federal active duty.

ADVERSE WEATHER LEAVE

Adverse Weather Leave (AWL) may be granted when catastrophic, life-threatening weather conditions occur, as created by hurricanes, tornadoes, or floods, and it becomes necessary for employees to remain out of work. Adverse weather must be declared by management. When designated, AWL is used for accounting for time off for releasing employees from work.

When taken, it is time that must be made up. Employees have 12 months from the occurrence of AWL to make up the time.

AWL does not apply to positions defined as emergency personnel.

NC THINKS – INCENTIVE BONUS PROGRAM & GOVERNOR’S AWARD FOR EXCELLENCE PROGRAM

An employee may be granted up to twenty-four hours of leave as part of an award for a suggestion that is adopted under the NC Thinks Program and an award given under the department or university program which supports the Governor’s Awards for Excellence Program.

FAMILY AND MEDICAL LEAVE (FMLA)

The Family Medical Leave Act (FMLA) of 1993 was enacted into law to provide leave benefits to employees facing medical emergencies. Eligible employees are entitled to 12 weeks (480 hours), paid or unpaid leave, during an established 12 month period, as determined by the FMLA qualifying event. The benefit is used for the illness of the employee, spouse, parent or child. To be eligible, the employee must have 12 months of service and have been in pay status at least 1040 hours in the preceding 12 months. FML ensures the state’s portion of the health insurance is covered by the state and FML protects the employee’s position during the 12 week period.

FAMILY ILLNESS LEAVE (FIL)

Family Illness Leave provides leave to eligible employees for the purpose of caring for a seriously ill child, parent or spouse. It does not provide leave for the employee’s illness. An employee is entitled to up to 52 weeks of leave during a 5-year period. To be eligible, the employee must have 12 months service and have been in pay status at least 1040 hours in the preceding 12 months. This benefit also protects the employee’s position during the 52-week time period.

VOLUNTARY SHARED LEAVE

State employees may donate leave to another employee who has been approved to receive voluntary shared leave. Voluntary Shared Leave may be used for a medical condition of the employee or of a member of the employee's immediate family. The minimum amount of sick, vacation and/or bonus leave that may be donated is 4 hours. The maximum amount of leave a recipient may receive is 1,040 hours. However, management may grant continuation, on a month-to-month basis, to a maximum of 2,080 hours, if management would have otherwise granted leave without pay.

LEAVE WITHOUT PAY

Leave without pay may be taken for educational purposes, illness, vacation or other reasons approved by management. If you have vacation time, you must use it before taking leave without pay for a vacation. Leave without pay is normally not longer than six months but may be extended. You must apply for this leave in writing and also give a written 30-day notice of your intent to return to work. If

you do not return to work as agreed, it may be considered a resignation. During this leave, you will keep your unused leave and retirement status.

LEAVE QUOTAS (LEAVE BALANCES)

Employees will be able to view their Leave quota (balances) in ESS by selecting "Quota Overview." Leave quota balances will be current up through the last Time Evaluation ran after the manager approved the time/leave (*Note: Leave balances may not reflect leave offsetting within the current overtime period*).

Vacation and Sick Leave Accrual:

Employees with a permanent, probationary, trainee, or time-limited appointment can accrue monthly Vacation and Sick Leave. Part-time (half-time or more) employees earn a prorated amount based on the percentage of their work schedule. Please refer to the Vacation and Sick Leave section for more specific information on accrual rates.

An employee will accrue their leave when they have achieved 50% of their payroll period. Specifically, quota hours are accrued after:

1. An employee is in pay status for 50% of the work days in the month. Pay status includes time worked, holiday leave, approved leave, or any other hours for which the employee is paid.
2. Time has been entered into the HR Payroll System (if ESS, time must be entered, saved, released by employee & approved by supervisor); and
3. Time Evaluation has run.

This means that leave typically accrues around the 15th of the month if leave has been entered by the employee **and** approved by the supervisor.

System Management of Quotas:

The Human Resource Payroll System automatically manages an employee's accruals and deductions of various quotas (Leave balances) including:

- Vacation Leave
- Sick Leave
- Overtime Comp Time
- Holiday Comp Time
- Travel Comp Time
- On Call Comp Time
- Holiday Leave
- Bonus Leave
- Adverse Weather Leave
- Community Service Leave
- Voluntary Shared Leave
- Military Leave
- Incentive Leave

It is important to remember:

- Leave is set up to make up the difference between time worked and the minimum expected work hours.
- You **cannot** use leave to put you into overtime/comp time status.

- Time off is “offset” by extra hours worked and this happens automatically regardless of how many hours you code as leave.
- All time except Holiday, Civil Leave, Other Management Approved Leave and Injury Leave is “offset” by extra hours.

Leave Offsetting

Offsetting is a function that takes extra hours worked and adds them to your leave quotas. In some cases they replenish time that you have taken off within an overtime period. In other cases, they are added to your buckets of time off (comp time) and in some cases you are paid for them (overtime).

When Approved Leave, Sick Leave, Community Service Leave, Military Leave, and Educational Leave is taken in the same overtime period where the employee has worked additional hours, the amount of leave taken will be offset with the additional work hours, and the leave that had been recorded will be restored to the employee’s quota. Leave restoration will be “first taken, first restored” and will be done within the employee’s overtime period.

For employees with a 7-day overtime period, Leave Offsetting will be done within the 7-day overtime period. For employees with a 28-day overtime period (i.e. Correctional Officers, Lead Correctional Officers, Correctional Sergeants), the entire 28-day overtime period is subject to offsetting.

Note: Leave offsetting will automatically occur in the HR Payroll System as soon as the employee exceeds their minimum standard hours within the overtime period. This means that should an employee exceed their minimum standard hours (time/leave has been entered, approved, Time Evaluation run) **BEFORE** the end of the overtime period, leave offsetting will automatically occur at that point in time. Neither employees nor managers are able to change this offsetting or select which leave will be restored.

Leave Hierarchy

The HR Payroll System deducts leave according to a standard leave hierarchy. There is a hierarchy for “Approved Leave” and for “Sick Leave.” The quotas in each hierarchy will be automatically deducted in the order listed below:

Approved Leave Hierarchy

1. Holiday Comp
2. Overtime Comp
3. On-Call Comp
4. Travel Comp
5. Vacation Leave
6. Bonus Leave

Note: All of the above leave falls under the “Approved Leave” hierarchy.

Note: If your position is eligible for Gap Hours Comp time, it will be deducted before On-Call Comp Time (#3).

Sick Leave Hierarchy

1. Sick Leave
2. Voluntary Shared Leave

Note: All of the above leave falls under the “Sick Leave” hierarchy.