



Bonus Leave Payout Program

At various times over the past 15 years, the North Carolina General Assembly has awarded bonus leave to the UNCG's leave-earning employees. UNCG is now offering eligible employees the opportunity to cash in bonus leave benefits by participating in a voluntary Bonus Leave Payout Program.

Program Details

Eligible employees may request to be paid out a minimum of five (5) hours and a maximum of twenty (20) hours of accrued bonus leave. Requests for a payout must be made using the electronic form embedded in the 2018 Bonus Leave Payout FAQs or via the following link: https://hrs.uncg.edu/Leave_Management/bonus_payout.php.

All requests must be submitted by 5:00 p.m. on Monday, April 30, 2018.

Additional Program Provisions

- Participation in the program is strictly voluntary. Those who are eligible, but do not wish to cash in any eligible bonus leave are under no obligation to do so. Your bonus leave will remain in place.
- Bonus leave payments will be subject to retirement contributions and supplemental tax rates totaling 41.25% of the gross payment.
- Bonus leave payment amounts will be calculated based on the employee's current annual salary.

- Bonus leave payments will be included in the **May 2018 payroll**.

How to Request a Payout

Employees who are interested in participating in the program should follow these instructions:

1. Review the **Bonus Leave Payout FAQs**(https://hrs.uncg.edu/Leave_Management/bonus_payout.php) to ensure understanding of all aspects of the program and to acknowledge reading the FAQs.
2. Click the **“Request Bonus Leave Payout”** box to be automatically directed to the Bonus Leave Request form. (This registers your review of the FAQs.)
3. Fill out the Bonus Leave Request and click the **“Submit”** button to submit details of your payout request and to complete the request form.

Once a Payout Request Form has been submitted, a request may be later reversed by submitting a formal email to Emily Foust, Benefits Manager, at e_foust@uncg.edu. Reversal emails must be submitted by no later than **noon on Monday, April 30, 2018**.

If you are uncertain as to whether or not you have a bonus leave balance, are having difficulties completing the online form, or have questions regarding specific aspects of the program, please contact Emily Foust at e_foust@uncg.edu or (336) 256-0342.



This email is an official communication from The University of North Carolina at Greensboro. You may verify official university emails by checking the [Verified Campus Communications Repository](#). If you have questions about the VCCR or the authenticity of an email message you have received, please contact the sender of the message or [search the UNCG website for "VCCR."](#)

The University of North Carolina at Greensboro
1400 Spring Garden Street
Greensboro, NC 27412

If you wish to be removed from this group's mailing list, [click here](#)