



A message from
UNCG
Human Resources
Courage. Compassion. Commitment.

Special Annual Leave Bonus FY18-19

The 2018 Appropriations Act has granted eligible employees a one-time 40 hours (five (5) days) of Special Annual Leave Bonus. Below is abbreviated information surrounding the provisions. The full provisions can be found [here](#).

ELIGIBILITY

All permanent part-time and full-time EHRA and SHRA employees employed and eligible to earn vacation leave on July 1, 2018 are eligible for the Special Annual Leave Bonus (SALB). Permanent part-time employees (half-time or more) and those who work less than 12 months will receive a pro-rata amount. Temporary employees are not eligible.

EXPIRATION AND USE

Similar to last year the Special Annual Leave Balance hours do not expire (except upon separation or retirement) and can be used before comp time but cannot be donated as Voluntary Shared Leave. Upon separation the SALB will not be paid out. These 40 hours are eligible to be used as of July 1, 2018 for any vacation leave taken during the month of July.

EXCESS OF 240 HOURS DECEMBER 31

There is a special circumstance for employees who end the year (December 31) with an excess of 240 hours of vacation leave. If at the end of the calendar year, you have used any of the SALB **AND** have an excess of 240 hours, the hours in excess of 240 hours will be reduced by the number of SALB hours that were used.

EXAMPLE

248 vacation hours as of December 31 with 8 hours of SALB used - you will begin the calendar year with 240 vacation hours, 32 hours of SALB and nothing will roll over.

248 vacation hours as of December 31 with 0 hours of SALB used - you will begin the calendar year with 240 vacation hours, 40 hours of SALB and 8 hours will roll into sick time.

Timesheets will be updated and available for use not later than August 1, 2018.

Please see the [Frequently Asked Questions](#), go to the Human Resources [website](#) or call Human Resources at 336-334-5009 with any questions regarding eligibility and use of the SALB.



This email is an official communication from UNC 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](#)