

# Special Bonus Leave

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**What is Special Bonus Leave?** A one-time three days (24 hours) of leave granted to full-time leave-earning SHRA/EHRA employees and Postdocs. This leave, however, is different from regular bonus leave and special leave previously granted in FY 2012-2013 and FY 2013-2014. See chart below for details.

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

	SPECIAL LEAVE FY 2012-2013	BONUS LEAVE FY 2013-2014	SPECIAL BONUS LEAVE FY 2017-2018
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: Who is eligible for Special Bonus Leave?**

**A:** Leave-earning SHRA employees, EHRA employees and Postdocs who were actively employed with the State of North Carolina on July 1, 2017 and eligible to earn annual leave.

**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 on or after 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 through WolfTime at [go.ncsu.edu/cancel-leave](http://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: Can I be paid out for Special Bonus Leave?**

**A:** No, Special Bonus Leave never expires but it can never be paid out. If it is not used when an employee terminates employment or retires, it is forfeited.

**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.

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**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.

**Q: Will WolfTime automatically take Special Bonus Leave?**

**A:** No, Special Bonus Leave is independent. It will not automatically take before vacation, bonus or comp, etc. Employees must select Special Bonus Leave from the drop down in Request Absence to use it.

## 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 or use it in the future. Changes must be made by September 27, 2017. The WolfTime Team recommends that the Employee or Manager make the change as this will result in an almost instant change once approved. The Leave Coordinator may also make the change, however, these changes will require the WolfTime System to complete its weekly processing before it shows up in the employee balances correctly.

### 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) Go to Employee Self Service in the MyPack Portal. Click on the WolfTime tile. The employee should click on Cancel Absence. Next, select the transaction to cancel and click on it. You can then make a comment as to why you are canceling in the comment field and then click on the Cancel Absence button in the upper right corner.
  - b) Once the Manager approves the Cancel Absence request, the Employee should then enter the other Request Absence 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 both of the new absence requests.
- 2) If the employee has an absence for less than or equal to the amount of Special Bonus Leave received:
  - a) Go to Employee Self Service in the MyPack Portal. Click on the WolfTime tile. The employee should click on Cancel Absence. Next, select the transaction to cancel and click on it. You can then make a comment as to why you are canceling in the comment field and then click on the Cancel Absence button in the upper right corner.
  - b) Once the manager approves the Cancel Absence request, the employee should re-enter the new Request Absence transaction using Special Bonus Leave.
  - c) The Manager should approve the new transaction.

### 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 click Cancel on the

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- b) appropriate transaction, then click Cancel Absence on the next page. Click on Yes, if you are sure you want to cancel this absence.
- c) 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 as the reason for the employee.

## LEAVE COORDINATORS

Also, the leave coordinator may update the employee's transaction. When a Leave Coordinator enters these transactions, they may take longer to process.

- 1) If the employee has a vacation entry for 40 hours that should be changed to 24 Special Bonus Leave and 16 hours of vacation leave,
  - a) In WolfTime, search for the employee you need to change in Create and Maintain Absence Requests
  - b) Click on the Employee's name on the row that you wish to change
  - c) If making a change to an employees leave, change the dates on the annual/vacation row and the days to only 2 days (16 hrs), forecast and resubmit.
  - d) Next add another row put the remaining dates in and use the leave type of Special Bonus Leave then click on the employees name "in blue" to update hours to be used. (if exempt enter number of hours as 24, if non-exempt the system will calculate the normal work hours for the 3 days), hit OK and then select the absence and forecast.
    - (1) Forecast the transaction- (you may get an error saying the 'Data being updated doesn't exist'. Please ignore that message), reselect the absence, hit submit.
  
- 2) If the employee has a leave transaction for 24 hours or less,
  - a) Change the leave type from Vacation or Bonus or Comp to the Special Bonus Leave type in the drop down menu,
  - 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.

**Please contact the WolfTime Team at [wolftime-ncsu@ncsu.edu](mailto:wolftime-ncsu@ncsu.edu) with any questions you may have.**