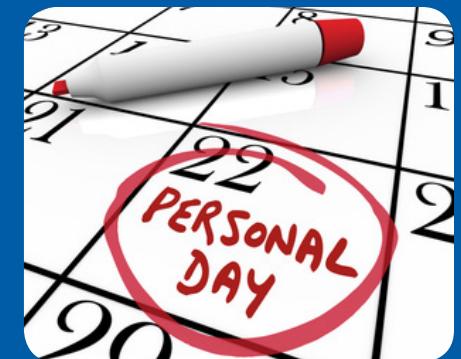


# What you Need to Know about the 2018 Special Annual Bonus Leave

- The 2018 Appropriations Act (Session law 2018-5) granted a one-time five days (40 hours) of Special Annual Bonus Leave effective July 1, 2018.
- Permanent full-time employees of the state, university or community college who are eligible to earn annual leave can benefit from this leave. Permanent part-time employees will receive a pro rata amount of the five days.
- It never expires! This leave will remain available for use during the length of the employee's employment.
- It has no cash value and is not eligible for cash-in. If this leave is not used prior to the time of separation or retirement, it is not paid out and is lost.
- It has been assigned the A/A code 9719, and available in the HR/Payroll System after July 27, 2018. Retroactive adjustments of leave records for absences July 1, 2018, or later will be permitted but must be completed by Sept. 14, 2018. Retroactive leave adjustments will not be allowed after this date.
- Employees wishing to use the special bonus leave retroactively must submit the request to the work unit HR Representative indicating the date(s) on which the special bonus leave is to be applied and the number of hours of special bonus leave to apply on each of those dates.
- Vacation Leave conversion to Sick leave
  - There is a new requirement for vacation leave conversion to sick leave. Usually, any vacation leave remaining on Dec. 31 of each year more than 30 days (240 hours for full-time employees) is converted to sick leave. The amount of vacation leave hours eligible for the conversion will be reduced by the number of special bonus leave hours (A/A9719) that were recorded for the employee during the year.
  - The reduction in the number of vacation hours that will convert to sick leave will occur any year that the employee uses the special bonus leave (until it is exhausted) and the vacation balance is over 240 hours.
  - Employees need to remain mindful of their vacation leave balances and plan time off carefully.



For additional information, contact your Human Resource representative or the Human Resources Time and Leave section at (919)716-3800.