

Special Leave Awards

Policy

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.

Advisory Note: Agencies should develop an internal policy to apply to *teams* nominated for and/or receiving the Governor's Awards for Excellence. A limit may be set on the collective hours of leave granted for a team award. In this case, no individual team member should receive more than the twenty-four hours maximum time allowed by policy. In setting individual limits, however, the agency should consider an amount of leave that is fair and is in keeping with the significance of the award.

Covered Employees

Type of Appointment	Incentive Bonus Prog.		State Employees' Awards	
	Yes	No	Yes	No
Permanent (FT and PT half-time or more)	x		x	
Probationary, trainee, time-limited, temporary, or intermittent (FT and PT)	x			x

Administration of the Leave

Leave under these programs shall:

- be in addition to regular leave earnings,
 - not affect maximum accumulation provisions for regular vacation leave,
 - be taken within twelve months following the award or it shall be canceled,
 - be accounted for in a separate record, and
 - be administered in accordance with other regular vacation provisions.
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Separation

If the employee separates from State service prior to end of the twelve-month period, payment shall be made for any unused portion of this leave (in addition to any unused regular vacation leave).
