



**STATE OF NORTH CAROLINA  
OFFICE OF STATE PERSONNEL  
1331 MAIL SERVICE CENTER  
116 WEST JONES STREET  
RALEIGH, NC 27699-1331**

**MICHAEL F. EASLEY**  
GOVERNOR

June 7, 2002

**THOMAS H. WRIGHT**  
STATE PERSONNEL DIRECTOR

TO: Holders of State Personnel Manual

FROM: Thomas H. Wright *Thomas H. Wright*

SUBJECT: State Personnel Manual Changes - Revision No. 11

This memorandum transmits new or revised pages for the State Personnel Manual. The changes are summarized as follows:

Remove Pages	Insert Pages	Policy Title and Explanation of Change	Effective Date
4-12 – 4-15	Same	<a href="#">Promotion</a> (MS Word), <a href="#">PDF format</a> Deletes provision that delayed increases must be limited to three occurrences and must be awarded within 24 months. (Exception Case No. 02-05)	June 1, 2002
4-22 – 4-23	Same	<a href="#">Reallocation</a> (MS Word), <a href="#">PDF format</a> Deletes provision that delayed increases must be limited to three occurrences and must be awarded within 24 months. (Exception Case No. 02-05)	June 1, 2002
4-26 – 4-29	Same	<a href="#">Salary Range Revision</a> (MS Word), <a href="#">PDF format</a> Deletes provision that delayed increases must be limited to three occurrences and must be awarded within 24 months. (Exception Case No. 02-05)	June 1, 2002
5-25 – 5-26	Same	<a href="#">Family and Medical Leave</a> (MS Word) Revised to conform to statute that allows State employees, except policy-making, to file a contested case for violation of the FMLA.	October 1, 2001
5-30 – 5-31	Same	<a href="#">Voluntary Shared Leave</a> (MS Word), <a href="#">PDF format</a> Revises provision to allow employees to donate vacation leave to employees in any State agency. (Exception Case No. 02-04)	February 21, 2002
5-51 – 5-52	Same	<a href="#">Military Leave</a> (MS Word), <a href="#">PDF format</a> Specifies that military leave with pay is pro-rated for part-time employees (erroneously omitted in last revision),	June 1, 2002
6-1 – 6-2	Same	<a href="#">Flexible Benefits Program</a> (MS Word), <a href="#">PDF format</a> Updates wording of Flex Program benefits.	January 1, 2002
6-15 – 6-20	Same	<a href="#">Other Benefits</a> (MS Word) Deletes reference to HMO's and updates other wording.	January 1, 2002