



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

**MICHAEL F. EASLEY  
GOVERNOR**

**THOMAS H. WRIGHT  
STATE PERSONNEL DIRECTOR**

DATE: March 18, 2003  
TO: Holders of State Personnel Manual  
FROM: Thomas H. Wright  
SUBJECT: State Personnel Manual Changes - Revision No. 14

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
4-103 – 4-104	Same	<b>Hours of Work and Overtime Compensation (PDF) or (MS Word)</b> Correction of wording in Item No. (2) under Overtime/Comp Time Off Option	3-1-03
4-113	4-113 – 4-114	<b>Career Banding Salary Administration (PDF) or (Word)</b> Revised to include Office of State Personnel and State Personnel Commission Responsibilities, which were erroneously omitted.	3-1-03
5-15 – 5-16	Same	<b>FMLA (PDF) or (MS Word)</b> Revised to include Advisory Note for clarification: “This leave is provided for both spouses even if employed in the same agency.”	1-1-03
5-23 – 5-26	Same	<b>FMLA (PDF) or (MS Word)</b> Statement added to clarify RIF issues: “Reinstatement is not required if an employee is reduced in force during the course of taking FMLA leave. The agency has the burden of proving that the reduction would have occurred had the employee not been on FMLA leave.”	1-1-03
5-47.1 – 5-47.2	Same	<b>Community Service Leave (PDF) or (MS Word)</b> American Red Cross Disaster Service Leave revised to conform to changes in GS-166A-32 1) Leave applies to disasters occurring within the United States rather than just North Carolina 2) Omitted the word “certified” before “disaster service volunteer.”	12-19-01

(Continued on reverse)

5-51 – 5-62	Same	<b>Military Leave (PDF) or (MS Word)</b> 1) Policy format rearranged for clarification. 2) Health insurance coverage clarified 3) Correction under Reinstatement Position from “180 days” to “90 days”	3-1-03
6-21 – 6-26	Same	<b>State Employees’ Awards for Excellence (PDF) or (Word)</b> Governor’s Award for Excellence renamed.	1-1-03
6-27	Same	<b>Special Leave Awards (PDF) or (MS Word)</b> Revised to change the name of the SEIBP and the Awards Programs.	1-1-03
11-1 – 11-4	Same	<b>Separation (PDF) or (MS Word)</b> Advisory Note added: “Applicable leave credits” means leave requested by the employee and approved by the supervisor. In cases of illness, it means sick and/or vacation leave (or any portion) which the employee chose to exhaust prior to going on leave without pay. If there is a vacation leave balance at the time of separation, it shall be paid in a lump sum.	3-1-03