

**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
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DATE: August 29, 2003
TO: Holders of State Personnel Manual
FROM: Thomas H. Wright
SUBJECT: State Personnel Manual Changes - Revision No. 16

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
Table of Contents Pages 1-4	Same	Table of Contents pdf / msword	8-1-03
Table of Contents Section 5	Same	Leave – Table of Contents pdf	7-1-03
5-6.1 – 5-6.2	Same	Vacation Leave pdf / msword Revised to incorporate 2003 bonus leave	7-1-03
5-27.1 – 5-27.2	Same	Family Illness Leave pdf / msword Intermittent Leave/Reduced Schedule changed to clarify that any portion of a week taken will count as a full week.	8-1-03
5-30 – 5-31	Same	Voluntary Shared Leave pdf / msword Revised to incorporate provision for sharing leave with coworker’s immediate family	7-1-03
5-34 – 5-36	Same	Holidays pdf Revised to designate the holidays to be observed but omit the years so that when Christmas changes from 2 to 3 and vice versa, it will not require a rule/policy change.	8-1-03
5-38 – 5-40	5-38 – 40.4	Adverse Weather and Emergency Closings pdf / msword Changed the policy to allow closings in case of emergencies other than weather conditions, such as terrorist acts, contamination by hazardous agents, disruption of power, equipment failure, etc. Also, gives agencies and universities authority to make that decision in certain instances.	8-1-03

(continued on reverse)

-0-	5-43.1	Leave for Exposure to Communicable Disease pdf New Policy to provide administrative leave when Public Health officials and management determine that an employee should be excluded from the work site.	7-1-03
Table of Contents Section 6	Same	Employee Benefits and Awards – Table of Contents pdf	6-1-03
Table of Contents Section 9	Same	Training – Table of Contents pdf	1-1-03
Table of Contents Section 13	Same	State Personnel System – Table of Contents pdf	8-1-03
13-4 – 13-5	Same	State Personnel Commission pdf / msword Updated State Personnel Commission members	8-21-03
13-10 – 13-17	-0-	The North Carolina Office of State Personnel Deleted information about OSP organization since this information appears on the OSP web page.	8-1-03
Table of Contents Section 14	Same	Statutory Provisions - Table of Contents pdf	7-1-03
14-1 – 14-44	Same	State Personnel Act pdf / msword Revised to incorporate the following legislative provisions: 1. Voluntary Shared Leave – added provisions for: (a) sharing leave with community colleges and (b) sharing leave with a coworker’s immediate family 2. Provided leave for reactions to smallpox vaccination	7-1-03
15-1 – 15-12	Same	Index pdf / msword	8-1-03