



**STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES**

JOSH STEIN
GOVERNOR

STACI MEYER
DIRECTOR

TO: **Agency Heads, Chancellors, Human Resources Directors, and Other Interested Parties**

FROM: **Denise H. Mazza, Administrator**
State Human Resources Commission

DATE: **December 30, 2025**

RE: **Approved Personnel Actions for the December 19, 2025**
State Human Resources Commission Special Meeting

Please see below the following personnel actions that were approved on December 19, 2025 by the Governor's Office and by the State Human Resources Commission (SHRC) at the December 19, 2025 special meeting. These statements are summaries only; see the documentation at the link below for full details.

B. Total Rewards Division: Military Leave Policy

This policy was updated to make clear the 5-year cumulative service limit under USERRA applies to our state policy as well. This proposed policy is the same as what was proposed at the December 11 meeting but not voted on due to a request for the inclusion of two (2) entities to the list of Armed Forces and Uniformed Services at Section 3.1. Specifically:

[New for December 19 meeting]

- In Section 3.1, added Space Force to the list of Armed Forces and added Commissioned Officer Corps of the National Oceanic and Atmospheric Administration to the definition of “Uniformed Services.”

[Same as what was proposed at the December 11 meeting]

- Added a footnote to Section 4.4(a) that explains employees are not entitled to protected leave if they have exceeded the five years of cumulative military service

during their employment with an agency, unless the requested leave is otherwise guaranteed under this policy or is excluded from the cumulative 5-year limit.

- Added to section 4.6(a) the following two points:
 - o Reinstatement is also not required when an employee has exceeded the cumulative five years of protected service under USERRA, unless their reason for leave is a type of service excluded from the cumulative 5 years of service or is otherwise guaranteed under this policy.
 - o If an employee does not meet the criteria for reinstatement and will not be reinstated, the agency should follow the applicable procedures in the Separation Policy.

C. Total Rewards/Time & Leave: Changes to Compensatory Time Administrative Code (25 NCAC 01E .1006)

The Rules Review Commission objected, on the basis of ambiguity, to the version of Rule 01E .1006 approved by the SHRC at the September 18, 2025 meeting. OSHR recommended that the SHRC adopt additional changes to the rule text to resolve the concerns raised by members of the Rules Review Commission. See the summary sheet for details about Rule 01E .1006, the rule's procedural history, and the new proposed revisions.

Complete documentation can be found on the SharePoint site at:

[State Human Resource Commission - HR Directors - 2025 12 19 Special Meeting - All Documents](#)