

POLICY UPDATE
Bonus Leave



State Human Resources

Beginning September 1, 2015 Bonus Leave will no longer be part of the Approved Leave (**Code: 9000**) hierarchy. All leave-eligible state employees will use a new Attendance/Absence (A/A) type (**Code: 9100**) to request Bonus Leave.

Change to Approved Leave Hierarchy	
CURRENT HIERARCHY	
22 - Holiday Comp	
20 - Overtime Comp	
21 - Gap Hours	
23 - Callback Comp	
26 - On Call Comp	
24 - Travel Comp	
27 - Emergency Closing Comp	
29 - Incentive Leave	<i>Effective September 1, 2015, Bonus Leave will have a separate A/A Type</i>
10 - Vacation Leave	
50 - Bonus Leave >>>	
	9100 - Bonus Leave
31 - Advance Vacation Allowed	

Policy still requires that Comp Leave be used before Bonus Leave; when you access your timesheets, the system will not allow you to record Bonus Leave if Comp Leave balances exist. See example below:

Employee Self Service (ESS):

Record Working Time

1 Edit 2 Review and Save 3 Completed

! Comp balance(s) available for A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave)

! Erroneous records exist. Navigation is not possible

Bonus Leave DOES NOT expire. It is recommended that you reserve Bonus Leave until all other Approved Leave is used.

If you have any questions, contact your agency's HR representative.