Bonus Leave

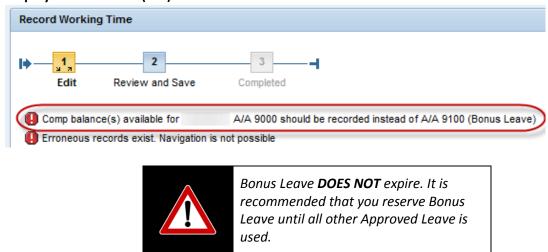


Beginning September 1, 2015 Bonus Leave will no longer be part of the Approved Leave (Code: 9000) hierarchy. All leave-eligible state employees will use a new Attendance/Absence (A/A) type (Code: 9100) to request Bonus Leave.

| Change to Approved Leave Hierarchy | |
|------------------------------------|--|
| CURRENT HIERARCHY | |
| 22 - Holiday Comp | |
| 20 - Overtime Comp | |
| 21 - Gap Hours | Effective September 1, 2015, Bonus Leave will |
| 23 - Callback Comp | |
| 26 - On Call Comp | |
| 24 - Travel Comp | |
| 27 - Emergency Closing Comp | |
| 29 - Incentive Leave | |
| 10 - Vacation Leave | have a separate A/A Type |
| 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):



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