

## Incentive Leave

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### Policy

Incentive leave may be used as a recruitment tool to assist in the employment of qualified individuals who are middle or late career applicants employed outside of State government and who are interested in accepting employment with the State of North Carolina.

An agency may award incentive leave to a middle or late career applicant who is newly appointed to a position that the agency has identified as critical to the agency mission and for which the agency has documented recruitment difficulty attracting qualified applicants, or who is newly appointed to an executive or middle management position.

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### Definitions

Middle or Late Career Applicant – An applicant with 10 or more years of directly related experience in their chosen profession.

Executive Management Position - A senior management position that reports directly to an appointed/elected agency head and is delegated authority to make decisions that impact the overall direction of the agency and whose duties typically involve planning, strategy, policy-making and line-management. Typical job titles include chief executive officer, chief operating officer, chief financial officer and deputy secretary.

Middle Management Position - A position that reports directly to an executive level management position and supervises lower level management positions and is

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delegated authority to make decisions that impact the overall direction of a department or division of an agency and whose duties typically involve program planning and coordination, organization structure, determining goals and standards, determination and interpretation of policy, and fiscal control.

Recruitment Difficulties – Positions that are highly competitive in the labor market due to specialized competencies and/or license/certifications and/or geographic location, and/or those positions in which there is a high turnover which significantly impacts the agency's efforts to recruit and provide services. Recruitment typically involves active specialized recruitment efforts utilizing multiple recruitment resources that require an extended period of recruitment and results in a limited qualified applicant pool.

Newly Appointed - The initial appointment as an employee of the State of North Carolina, or an appointment following a break in service of at least 12 months from a previous appointment as an employee of the State of North Carolina.

Employed Outside of State Government – Employed with an organization that is not part of the State of North Carolina government or not an organization for which the State currently accepts transferred accrued vacation leave upon hire.

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### Recruitment Documentation

If recruitment difficulties are the basis for the application of this policy, the agency shall maintain written documentation related to difficulties in recruiting to fill positions of applicants offered incentive leave. The agency will be expected to provide this documentation to the Office of State Personnel upon request. Documentation should include high turnover rates, special required competencies, types of specialized recruitment resources used during the recruitment period, beginning and ending dates of active recruitment, number of qualified applicants in the applicant pool, and any additional documentation such as number of applicants that may have rejected

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offers including a reason why or applicants that may have withdrawn their application from consideration, etc.

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### Eligibility Requirements

Employee must be newly appointed and have at least 10 years of experience directly related to the position. Employee must meet all qualification/competency requirements of the position.

The appointment type must meet the following leave earning eligibility criteria:

- Full-time or part-time (half time or more)
  - Permanent, probationary, or time-limited
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### Amount of Leave and Relationship to Other Leave

An agency may award a one-time accrual up to 20 days (160 hours) of incentive leave to an eligible new employee upon hire. The one-time leave award shall be pro-rated for part-time employees. For example, a half time employee would be eligible for up to 80 hours of leave upon hire. Management may negotiate the amount of leave to award to the selected applicant taking into consideration the applicant's current annual vacation leave accrual.

Upon hire, the employee will be also be eligible to earn other accrued leave such as vacation/bonus leave, sick leave, etc. as allowed by policy.

Incentive leave shall be maintained and accounted for in a separate account from other accrued leave such as vacation/bonus leave, sick leave, etc.

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### Carry-over and Payment of Leave

Unused incentive leave will carryover from year to year and can only be used as paid leave. Under no circumstance can it be:

- transferred to sick leave,
- paid out upon separation,

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- credited toward retirement, or
  - donated as voluntary shared leave.
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### Transfer

When an employee transfers to another State SPA or State EPA position, unused incentive leave may be transferred subject to the receiving agency's approval. If incentive leave is not transferred, it shall not be paid out in a lump sum.

Incentive leave cannot be transferred to any non-State government employer including public school, community college, local mental health, local public health, local social services, or local emergency management employer.

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### Use of Leave

Subject to supervisory approval, the incentive leave is available for use for the same reasons as allowed by the vacation leave policy.

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