



STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
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PAT MCCRORY
GOVERNOR

C. NEAL ALEXANDER, JR.
STATE PERSONNEL DIRECTOR

July 30, 2013

MEMORANDUM

TO: Agency and University HR Directors

FROM: C. Neal Alexander, Jr.

A handwritten signature in black ink, appearing to read "C. Neal Alexander, Jr.", written over the printed name.

SUBJECT: 2013-2014 Special Leave

On July 26, 2013, the North Carolina General Assembly ratified Senate Bill 402 (Session Law 2013-15), which grants a one-time additional five days of special vacation leave effective July 1, 2013, to permanent full-time employees of the State. Part-time permanent employees shall be granted a pro-rata amount of the five days. Attached is a copy of the 2013-2014 Special Leave Policy, which outlines the provisions for administering this leave benefit.

The policy provisions are the same as the 2012-2013 Special Leave Policy. The policy allows each state employee to choose when the additional five days of leave (or pro-rated amount) is used from July 1, 2013 through June 30, 2014.

Agencies and universities are responsible for notifying employees and supervisors about the FY 2013-2014 special leave policy, and for training supervisors on how to administer the special leave. Since the leave will be forfeited if not used by June 30, 2014, please ensure employees are aware of this expiration date. Managers and supervisors should make every effort to allow employees to use the additional leave before the June 30, 2014 expiration date.

A link to the special leave policy will be available this week from the 'News' box on the main page of the OSP Website at <http://www.osp.state.nc.us/>.

If you have any questions, please contact Shari Howard at 919-807-4800.