

# Submitting a Temporary Employee Extension

**Contact us:**

Compliance Manager  
Colie Cashwell  
984.236.1058  
[colie.cashwell@nc.gov](mailto:colie.cashwell@nc.gov)

In this job aid, we will cover the [Extension Portal](#). The Extension Portal functions as a tracking document for temporary employees who are either exempt from the 31-day break requirement or for regular temporary employees who need their current assignments extended to avoid exceeding the 11-month limit.

Per N.C.G.S. § 126-6.3(a3)(2), there are five exceptions from the Mandatory Separation Requirement.

- Retiree – An individual drawing a retirement income or Social Security benefits and who has signed a statement that the individual is not available for, nor seeking, permanent employment.
- Full-time student - An undergraduate student taking at least 12 credit hours or a graduate student taking at least nine credit hours.
- Intern - A student who, regardless of the number of credit hours enrolled, works to gain occupational experience for a period of at least one academic semester.
- Extern - A student who, regardless of the number of credit hours enrolled, is employed as part of a written agreement between the State and an academic institution through which the student is paid and earns course credit.
- Inmates who are in a work-release program.

The [Extension Portal](#) is used to extend employees' assignments as needed. It also allows you to extend a regular temporary employee's assignment on the job order without surpassing the 11-month limit.

**Temporary Solutions**

1110 Navaho Drive, Suite 200,  
Raleigh, NC  
Phone: 984.236.1040

**Visit us at:**

[NC OSHR: Temporary Solutions](#)  
to learn more about our work



NORTH CAROLINA Office of  
*State Human Resources*  
*Temporary Solutions*

## Processing the extension:

Step 1: Select the employee type you would like to extend.

- Please note that if an employee holds a full-time student status, extern status, or intern status, temporary solutions staff will contact the employee to obtain an updated class schedule to confirm their status.



NORTH CAROLINA OFFICE OF  
State Human Resources  
Temporary Solutions

### Extensions

This form is used to extend the assignment end date of a temporary employee claiming exception from the 11-month limit. It is also used to extend the assignment of a regular temporary employee, not to exceed 11 consecutive months worked.

**Please identify the employee's exception type \***

- Regular Temporary Employee - Extend the end date of the temporary assignment on the job order not to surpass the 11-month limit.
- Retiree: An individual drawing a retirement income or Social Security benefits and who has signed a statement that the individual is not available for, nor seeking, permanent employment.
- Full-time student: An undergraduate student taking at least 12 credit hours or a graduate student taking at least nine credit hours.
- Extern: A student who, regardless of the number of credit hours enrolled, is employed as part of a written agreement between the State and an academic institution through which the student is paid and earns course credit.
- Intern: A student who, regardless of the number of credit hours enrolled, works to gain occupational experience for a period of at least one academic semester.
- Inmate: An inmate on a work-release program.

Step 2: Enter the required data in the fields.

Step 3: Once completed, click on submit. A Temporary Solutions staff member will email you once your request has been processed.