

**ANNUAL LEAVE RULES FOR POSITIONS
WITHIN THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

To →	SPA		EPA Non-Faculty		EPA 9-Month Faculty		EPA 12-Month Faculty	
From ↓	Payout or Leave Transfer?	Max Hrs Transferable or Paid Out	Payout or Leave Transfer?	Max Hrs Transferable or Paid Out	Payout or Leave Transfer?	Max Hrs Transferable Paid Out	Payout or Leave Transfer?*	Max Hrs Paid Out
SPA	Annual leave transfers.	Balance transfers.	Either. Employee must elect either payout or transfer of all hours up to 240.	240	Employee must be paid out, as new position is a non-leave earning position.	240	Either. Employee must elect either payout or transfer of all hours up to 240.	240
EPA Non-Faculty	Either. Employee must elect either payout or transfer of all hours up to 240. If this position is the result of a conversion of an SPA position, there is no payout option. Employee retains their existing leave balance.	240	Either. Employee must elect either payout or transfer of all hours up to 240.	240	Employee must be paid out, as new position is a non-leave earning position.	240	Either. Employee must elect either payout or transfer of all hours up to 240.	240
EPA 9-month Faculty	No leave to payout or transfer. EPA 9-month faculty do not earn leave.	N/A	No leave to payout or transfer. EPA 9-month faculty do not earn leave.	N/A	No leave to payout or transfer. EPA 9-month faculty do not earn leave.	N/A	No leave to payout or transfer. EPA 9-month faculty do not earn leave.	N/A
EPA 12-month Faculty	No payout or transfer. Employee must use leave before transfer or lose it.	N/A	No payout or transfer. Employee must use leave before transfer or lose it.	N/A	No payout or transfer. Employee must use leave before transfer or lose it.	N/A	No payout or transfer. Employee must use leave before transfer or lose it.	N/A

5/22/2006

NOTES

***Any annual leave used prior to leaving a position must be coordinated with the supervisor.**

Intrastate Employees

If an employee comes from another state institution to an EPA position, annual leave does not transfer. Sick leave will transfer.

Phased Retirees

Faculty members entering phased retirement must use accumulated vacation leave before the date of their retirement or the leave will be lost. Faculty members will accrue pro-rated vacation leave upon their return to the fixed-term appointment. Sick leave will carry forward to the fixed-term appointment; however, faculty members who are in the Teachers' and State Employees' Retirement System may choose to use some or all of their leave to gain additional service credit. Leave used for service credit is unavailable for other use.

Bonus Leave

Same payout or transfer as annual leave except it is not subject to the 240 hours limit.

Shared Leave

Excess annual leave may be donated to the Shared Leave Program.

Annual Leave in Excess of 240

Converts to sick leave at the end of each calendar year.

EPA NF to EPA NF Leave Earning

The employee continues to earn leave at the same rate unless the position is classified as a Senior Administrative Officer Tier 1. Those positions earn 26 days per year.