

Announcement from the Benefits Group

Compensatory Leave Time to be used before Vacation Leave Time

Beginning with the April 2009 payroll all SPA employees, who have compensatory time leave balances, will be required to use comp. time before taking vacation leave time. This is in accordance with the North Carolina Office of State Personnel Policies, Section 5, Vacation Leave and Compensatory Leave policies which states, **“If an employee has holiday compensatory time, overtime compensatory time or on-call compensatory time, it shall be taken before vacation leave.”** This policy and procedure information can also be found in the on-line resource manual.

Audit reports have been designed to run monthly to identify any employees who might report vacation time and have comp. time leave on the books, however, it is very important that employees as well as supervisors practice due diligence when reporting leave time correctly on their time sheets. In the event that leave time is reported incorrectly, then a manual adjustment will be made to the employee’s leave time record indicating a decrease in comp. time and a credit to the vacation leave record.

For supervisors we will be posting this announcement on the HRS website under the Supervisors tab as well as posting it as a news update for our staff. As always, if anyone has any questions please do not hesitate to contact our benefits and leave department. Thanks!