The 2013 General Assembly awarded a one-time additional five days of special (vacation) leave effective July 1, 2013, to permanent full-time leave earning employees. Since nine-month faculty do not earn leave, they are not eligible for this leave. The leave will be pro-rated for part-time employees.

The special leave, which is being referred to as FY14 leave, is being awarded as a one-time benefit, which must be used by June 30, 2014. TIM has been modified to include this leave; you will see it titled "FY14" in TIM. Any FY14 leave not used by June 30, 2014, will be forfeited. FY14 leave will not be paid out upon separation unless the separation is due to retirement and the retirement occurs the day following the date of separation. The FY14 leave should be used prior to exhausting earned compensatory time (holiday comp, on-call comp, overtime comp, gap-hours comp, and travel comp), regular vacation leave and bonus leave. FY14 leave must be maintained and accounted for separately from vacation and bonus leave.

The provisions allow for this leave to be used retroactively to July 1, 2013, only at the time of implementation. Because of the timing we will have different rules for this retroactive provision for SPA and EPA Non-Faculty in TIM.

SPA Employees - TIM cannot make FY14 leave available retroactively, due to signoffs that have already occurred for the previous bi-weekly pay periods. Therefore, FY14 leave will be effective in TIM as of July 29, and TIM will not be able to accommodate any historical edit or historical move prior to July 29. If you need to charge leave used between July 1 and July 29 to FY14, contact your School/Division HR office.

EPA Employees - If you have not yet approved your July leave in TIM, adjustments using the FY14 leave can be made back to July 1.

Please read the policy for full details. The policy is available on the OHR website at [http://hr.unc.edu/files/2013/08/FY-leave.pdf](http://hr.unc.edu/files/2013/08/FY-leave.pdf). If you have any questions, please contact the Benefits Office at 962-3071.

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