



EHRA Personal Leave Program – FAQs

1. **I’m a permanent EHRA employee hired before 1/1/25. If I accept another EHRA position at System Office, will I have to switch to the personal leave program?**

No. You can remain in the annual leave program unless you choose to change to the personal leave program or you move to a different institution. (Note: For System Office purposes, employees can move between System Office and affiliates [PBS NC and NCSEAA] and still be considered within the same institution.)

2. **I’m a permanent SHRA employee hired before 1/1/25. If I accept a new EHRA position at System Office, will I have to switch to the personal leave program?**

No. Because you were hired prior to the introduction of the personal leave program, you can remain in the annual leave program unless you choose to opt in to the personal leave program or move to a campus.

3. **I’ve been a temporary employee at the System Office since mid-2024. If I accept a permanent EHRA position, will I participate in the personal leave program?**

Yes. Because you will be accepting a permanent appointment after 1/1/25, you will fall under the personal leave program.

4. **Is personal leave used differently from annual leave?**

No. Functionally they are used exactly the same. There will be separate codes in TIM for each, though.

5. **Is this a one-time opportunity to switch to personal leave or can I decide to make the switch at any time as long as I’m eligible?**

You can switch from annual leave to personal leave at any time, even after the opt-in period ends. Once you do make the switch, however, it is irrevocable.

6. **If I decide to opt into the personal leave program, can I use the annual leave that I was allowed to retain or is it frozen?**

You can use it. Employees can retain up to 30 days of “legacy” annual leave. The legacy annual leave is not frozen. An employee can use it at any time, similar to how bonus leave is used.

7. **If I opt in to the personal leave program, will my existing annual leave be paid out or rolled into legacy annual leave?**

System Office employees who opt in to the personal leave program can choose either to have their accrued leave paid out or rolled into the legacy annual leave.

8. **Does the legacy annual leave have to be exhausted prior to an employee receiving Voluntary Shared Leave (VSL)?**

Yes, an employee must exhaust all available sick and vacation/bonus leave to be eligible to use VSL, so that would include the legacy annual leave that they carried forward. For EHRA employees, “vacation” in this context is the same as both annual and personal leave; that is, for an EHRA employee to use VSL, they would have to exhaust all sick leave, bonus leave, and annual/personal leave.

9. **Can I donate personal leave to VSL if the recipient is under the annual leave program and vice versa?**

Yes, for the purposes of the voluntary shared leave program, personal leave and annual leave function under the same requirements and rules defined for vacation leave in the VSL policy. Once vacation, annual, or personal leave are donated under VSL, they convert to sick leave and are put in the receiving employee’s sick leave balance.



EHRA Personal Leave Program – FAQs

10. What is the definition of “first hired” at an institution for the purposes of being under the personal leave policy?

For the purposes of this policy, “first hired” means when the employee began current employment in a permanent, leave-earning role at that institution, either as SHRA or EHRA, without a break in service. This does not include temporary employment, 9-month faculty employment, post-docs who are not also permanent employees, or employees who are less than half-time.

11. If an employee was first hired by an institution prior to 1/1/25, but leaves permanent employment and then returns to an EHRA role after 1/1/25, will they be grandfathered under the annual leave program?

No, the employee would be considered a new hire and would be subject to the personal leave program.

12. If an SHRA employee is first hired at System Office on or after 1/1/25 and later transitions to an EHRA position at System Office, will they be mandated to move into the Personal Leave program when they change positions?

Yes, these SHRA employees would fall under the personal leave program when moving into an EHRA position.

13. What happens to personal leave if an employee converts from EHRA to SHRA: Is it forfeited at the time of transition to SHRA?

Personal leave is forfeited, and sick leave would roll over.

14. For the 30 days of legacy annual leave that employees can retain when opting into the personal leave program, is there a requirement that the employee must use the legacy annual leave prior to using their personal leave?

No. In this case, the legacy annual leave functions much like most bonus leave; you are not required to use it before using personal [vacation] leave.