

TOPIC	ANNUAL LEAVE	PERSONAL LEAVE
Refer to UNC Policy Manual 300.2.22 and 300.2.22.1[R] for more information	Continues to apply to employees hired before 01-01-2025 who stay at the same institution and do not opt into the new personal leave program	For new hires to the institution on or after 01-01-2025
Accruals	<ul style="list-style-type: none"> 26 days per year for SAAO Tier I 24 days per year for IRIT and SAAO Tier II 	<ul style="list-style-type: none"> 26 days per year for all leave-earning EHRA
Carryforward/Rollover	<ul style="list-style-type: none"> Max carryforward 30 days (240 hrs) Excess rolls over to sick leave on Dec 31 	<ul style="list-style-type: none"> Max carryforward 20 days (160 hrs) Excess is forfeited (no rollover to sick leave)
Transfer/Payout if moving to a Covered Position within Institution	<ul style="list-style-type: none"> All ANNUAL LEAVE transfers to new appointment 	<ul style="list-style-type: none"> All PERSONAL LEAVE transfers to new appointment
Transfer/Payout if moving to a Covered Position at other Institution	<ul style="list-style-type: none"> ANNUAL LEAVE transfers if accepted by receiving institution¹; otherwise, paid out (max 30 days; excess is forfeited) As a new hire at a new institution, continuing employees would be subject to the PERSONAL LEAVE policy at the new institution 	<ul style="list-style-type: none"> PERSONAL LEAVE: Transfers (maximum 20 days) to new institution Excess leave is forfeited
Transfer/Payout if moving to a Non-Covered Position within State Employment (University or Agency)	<ul style="list-style-type: none"> ANNUAL LEAVE may be transferred subject to approval of the receiving institution¹; otherwise, paid out (max 30 days; excess is forfeited) 	<ul style="list-style-type: none"> All PERSONAL LEAVE may be transferred subject to approval of the receiving institution; otherwise, it is forfeited
Separating from State Employment	<ul style="list-style-type: none"> ANNUAL LEAVE paid out (max 30 days; excess is forfeited) 	<ul style="list-style-type: none"> All PERSONAL LEAVE is forfeited

PERSONAL LEAVE “OPT-IN” FOR CURRENT EMPLOYEES: Current employees as of 12-31-2024 may opt into the new PERSONAL LEAVE program after 01-01-2025. If so:

- Employees may retain up to 30 days (240 hours) of ANNUAL LEAVE to be accounted separately from accrued PERSONAL LEAVE; any excess ANNUAL LEAVE at the time of opting into the new program is forfeited.
- Institutions may provide periodic opportunities for employees to opt-in to the PERSONAL LEAVE program or may allow employees to opt-in at any time.
- Institutions may provide periodic opportunities to employees who have opted into the PERSONAL LEAVE program to receive a payout of their ANNUAL LEAVE; otherwise, the ANNUAL LEAVE is retained until the employee separates from the institution, at which time the remaining ANNUAL LEAVE (up to 240 hours) will be paid out.

ADDITIONAL NOTES:

- Pro-rated for part-time employees.
- These policy changes do not change accrual and rollover of sick leave.
- Eligibility for, and terms of, all other leave programs remain the same (parental leave, community service leave, etc.).
- SHRA Exempt employees (hired at the institution prior to 01-01-2025) who elect to convert to EHRA may remain under the current Annual Leave structure or opt into the new Personal Leave program.
- SHRA employees hired into an EHRA position on or after 01-01-2025 at a different institution will be subject to the new Personal Leave policy; if transferring within the same institution, current vacation leave (up to 240 hrs) will be retained, and if transferring to another institution, vacation leave will be paid out (up to 240 hrs).

This is a policy summary and does not supplant or replace existing policy. Please refer to the UNC Policy Manual for specific policy requirements and guidance.

¹ REVISED policy as of 01-25-2024 now requires payout of ANNUAL LEAVE when transferring to another institution rather than making it optional (max 30 days; excess is forfeited).