The College may allocate bonus leave to full-time employees only when authorized by the General Assembly. The allocation of bonus leave may be prorated based on the number of hours an employee works per week.

A. **Scheduling Bonus Leave**. Bonus leave may be used under the same circumstances as annual leave pursuant to Policy 3.2.6 - Annual Leave and shall be taken only upon authorization of the appropriate Supervisor. Based on the College's staffing needs, an individual may be required to take bonus leave at a different time than the employee requested.

B. **Maximum Accumulation.** There is no maximum accumulation of bonus leave unless otherwise specified by the General Assembly.

C. **Transfer of Bonus Leave**. Bonus leave may be transferred into the College from other state agencies or community colleges at the time of hire. Upon separation due to resignation, dismissal, or a reduction-in-force, bonus leave is transferable to an employee's account with another state agency or community college if allowable by the state agency or community college in question.

D. Separation. Payment of bonus leave separation may only be made be subject to the following rules:

1. If allowed by the General Assembly, lump sum payment for bonus leave may be made at the time of separation from the College service due to resignation, dismissal, reduction-in-force, death, or service retirement.
2. Employees retiring on disability may exhaust bonus leave rather than being paid.
3. When authorized, payment for bonus leave may be made on the regular payroll reflecting the number of days of bonus leave and the amount of payment. Bonus leave may be paid through the last full hour of unused bonus leave. Overdrawn annual or sick leave amounts may be deducted from bonus leave prior to payment.

REFERENCES

Statutory References	None
Regulatory References	None

Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave ● Procedure 3.2.4.1 - Leave Requests Referencing: ● Policy 3.2.6 - Annual Leave

POLICY HISTORY

January 1, 2025	Adopted.