

TYPE OF LEAVE	PROMOTION / RECLASS IN SAME DEPT	POSITION CHANGES WAGE-HOUR STATUS	TRANSFER TO OTHER UNIV DEPT	TRANSFER TO A STATE AGENCY OR UNC SCHOOL (SPA)	DIRECT REHIRE FROM SPA TO EPA WITHIN UNIVERSITY	HIRED AS EPA AT OTHER UNIVERSITY	TRANSFER TO UNC HOSPITALS	TRANSFER TO STATE COMM COLLEGE OR PUBLIC SCHOOL	RESIGN / DISMISSAL / DEATH OR OTHER SEPARATION OUTSIDE STATE SYSTEM	SERVICE / EARLY RETIREMENT	LAYOFF
Vacation	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	IF EPA position earns leave, employee may choose to pay out all accrued leave (max 240/prorated) OR transfer leave (max 240/prorated). Partial payouts are not allowed. If EPA position does NOT earn leave, then all leave must be paid out (max 240/prorated). Excess does not convert to sick leave. Negative balance must be docked from final paycheck prior to position/status change.	IF hiring agency accepts all or part of the leave, it transfers. IF NOT, then balance must be paid out (max 240h/prorated). Excess does not convert to sick leave. Combination of partially transferred and partially paid out leave cannot exceed 240h/prorated Negative balance must be docked from final paycheck prior to position/status change.	Must be paid out at separation (max 240h/prorated). Excess does not convert to sick leave. Negative balance must be docked from final paycheck prior to position/status change.	IF hiring agency accepts all or part of the leave, it transfers. IF NOT, then balance must be paid out (max 240h/prorated). Excess does not convert to sick leave. Combination of partially transferred and partially paid out leave cannot exceed 240h/prorated. Negative balance must be docked from final paycheck prior to position/status change.	Must be paid out at separation (max 240h/prorated). Excess does not convert to sick leave. Negative balance must be docked from final paycheck prior to position/status change.	Employee may elect to exhaust unused leave after the last day of work but prior to separation date. Otherwise, must be paid out at separation (max 240h/prorated). If employee separates on December 31, the hours in excess of 240 (pro-rated) shall be converted to sick leave. Excess does not convert to sick leave. Negative balance must be docked from final paycheck prior to position/status change.	Must be paid out at separation (max 240h/prorated). Excess does not convert to sick leave. If reinstated to State employment within one year of layoff separation date, then any forfeited portion shall be returned to employee. Negative balance must be docked from final paycheck prior to position/status change.
Bonus	Balance transfers (no maximum)	Balance transfers (no maximum)	Balance transfers (no maximum)	Balance transfers (no maximum)	IF EPA position earns leave, employee may transfer balance or have it paid out. Partial payouts are not allowed. If EPA position does NOT earn leave, then balance must be paid out.	IF hiring agency accepts all or part of the leave, the balance transfers. IF NOT, then balance must be paid out.	Balance must be paid out.	IF hiring agency was eligible for Bonus leave, then balance transfers. If hiring agency was not eligible for Bonus leave, then balance must be paid out.	Balance must be paid out.	Balance must be paid out.	Balance must be paid out.
Sick	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	Balance transfers (no maximum) Negative balance must be docked from final paycheck prior to position/status change.	Negative balance must be docked from final paycheck prior to position/status change. IF EPA position earns leave, balance transfers. IF EPA position does NOT earn leave, balance is forfeited. (Restored if employee returns to leave-earning status within 5 years.)	Negative balance must be docked from final paycheck prior to position/status change. IF EPA position earns leave, balance transfers. IF EPA position does NOT earn leave, balance is forfeited. (Restored if employee returns to leave-earning status within 5 years.)	Does not transfer. Negative balance must be docked from final paycheck prior to position/status change. (Restored if employee returns to leave-earning status within 5 years.)	Hiring agency may choose to allow transfer of all or some leave. Any amount not transferred will be restored if employee returns to leave-earning status within 5 years. Negative balance must be docked from final paycheck prior to position/status change.	Negative balance must be docked from final paycheck before position/status change. Restored if employee returns to leave-earning status within 5 years. (Obviously not applicable in cases of death.)	Negative balance must be docked from final paycheck before position/status change. For each 20 days of unused sick leave, one month of retirement credit is allowed. One more month is allowed for any part of 20 days left over.	Negative balance must be docked from final paycheck before position/status change. (Restored if employee returns to leave-earning status within 5 years.)
Voluntary Shared	Balance is retained	Balance is retained.	Balance retained if approved by new dept, otherwise maximum retained is 40 hours (pro-rated for part-time); any amount in excess must be redistributed to donors.	Balance retained if approved by new dept, otherwise maximum retained is 40 hours (pro-rated for part-time); any amount in excess must be redistributed to donors.	IF EPA Position earns leave, balance retained if approved by new dept, otherwise maximum retained is 40 hours (pro-rated for part-time); any amount in excess must be redistributed to donors. If EPA Position does not earn leave, maximum of 40 hours (pro-rated for part-time) may be applied to sick leave balance (following separation rules for sick leave).	Employee retains up to 40 hours (pro-rated for part-time) as sick leave if allowed to transfer leave by other University; any amount in excess must be redistributed to donors. Employee would have to re-apply for VSL at the other University (if eligible) if wishing to continue in VSL.	Employee retains up to 40 hours (pro-rated for part-time) as sick leave (following separation rules for sick leave).	Full balance retained if approved by new dept, otherwise maximum retained is 40 hours (pro-rated for part-time); any amount in excess must be redistributed to donors. If separation during VSL, participation in the program ends, and any balance is forfeit and redistributed to donors. If separation after VSL participation has ended, any allowable remaining balance is treated as sick leave.	If separation during VSL, participation in the program ends, and any balance is forfeit and redistributed to donors. If separation after VSL participation has ended, any allowable remaining balance is treated as sick leave.	If separation during VSL, participation in the program ends, and any balance is forfeit and redistributed to donors. If separation after VSL participation has ended, any allowable remaining balance is treated as sick leave.	
Adv. Weather (Cond. I or II)	Balance transfers.	Balance transfers.	Balance must be repaid/docked.	Balance must be repaid/docked.	Balance must be repaid/docked.	Balance must be repaid/docked.	Balance must be repaid/docked.	Balance must be repaid/docked.	Balance must be repaid/docked.	Balance must be repaid/docked.	Balance must be repaid/docked.
Community Service Leave	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers if EPA position earns leave, otherwise it is lost	Balance transfers if EPA position earns leave, otherwise it is lost	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.
Military Leave	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers if EPA position earns leave, otherwise it is lost	Balance transfers if EPA position earns leave, otherwise it is lost	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.
Family & Medical Leave	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.
Family Illness Leave	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance transfers.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.
All Other Leave Programs	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.	Balance is forfeited.

NOTE: Refer to the "Accruals and Payouts for Certain Leave/PTO Programs" guide for information on those programs.