



# College of The Albemarle Policy

**Policy Number: 3.2.10**

**Pages: 1 of 1**

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**Title: Bonus Leave**

**Related Policy and Procedures: Policy 3.2.6 Annual Leave**

**Division of Responsibility: Human Resources**

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The College may award bonus leave to full-time employees only when authorized by the General Assembly. The award of bonus leave may be prorated based on the months of employment the employee works. Types of bonus leave include "Special Annual Leave" and "Regular Bonus Leave". Special Annual Leave Bonus has no cash value. If not used prior to the time of separation or retirement, the special annual leave bonus cannot be paid out and is lost.

- 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 employee's 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.
- 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.
- D. Separation - Payment of Regular Bonus Leave:
  - 1. Lump sum payment for eligible bonus leave is made only 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 be paid in a lump sum.
  - 3. Payment for regular bonus leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of bonus leave and the amount of payment. Eligible regular 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.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**