



**STATE OF NORTH CAROLINA  
OFFICE OF STATE PERSONNEL  
1333 MAIL SERVICE CENTER  
101 WEST PEACE STREET  
RALEIGH, NC 27699-1333**

BEVERLY EAVES PERDUE  
GOVERNOR

LINDA D. COLEMAN  
STATE PERSONNEL DIRECTOR

November 30, 2009

**Memorandum**

To: Agency Heads and University Chancellors  
Agency and University Fiscal Officers  
Agency and University HR Directors

From: Linda D. Coleman *Linda D. Coleman*  
State Personnel Director

Charles E. Perusse *Charles E. Perusse*  
State Budget Director

Subject: Flexible Furlough Time Off

Executive Order No. 11, which established the Flexible Furlough Plan for the 2008-09 fiscal year, granted state employees up to 10 hours of flexible time off, to be used by **December 31, 2009**.

Please be advised that state employees must use this time off by December 31, or it will be lost. The furlough time cannot be carried over to calendar year 2010, nor can it be paid out or transferred into another kind of leave, such as vacation or sick leave.

Managers should ensure, to the greatest extent possible, that employees are able to use this time. Thank you for your attention to this important issue.

cc: Ann Cobb  
Bill Stockard