

LEAVE POLICY FOR EMPLOYEES TRANSFERRED FROM OTHER STATE AGENCIES OR SCHOOL DISTRICTS

When an employee of another State institution of higher education or State agency resigns and is employed by the University, the following shall apply:

- a. The number of years of service in another State agency shall be accepted by the University to apply toward the annual leave in effect for the position occupied.
- b. Annual and sick leave accumulation shall be accepted by the University in an amount not to exceed the lesser maximum permissible accrued leave of either the other State agency or the University for the position being occupied. Upon transfer, the employee begins accrual at the University accrual rate.

When an employee of a school district, an education service cooperative or a state education agency transfers to a two-year college, the following shall apply:

- a. Sick leave accumulation shall be accepted by the two-year college but not to exceed a maximum of ninety days.
- b. The accumulated and unused sick leave credit shall be granted upon furnishing proof in writing from the school district of former employment of the employee.
- c. This provision shall apply to such employment on or after July 1, 1997.

April 29, 2016