

UT Health Science Center: HR0360-H Leave Transfer	
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Related Policies:		

OBJECTIVE

University policy provides that any full-time employee of any agency, office or department of the State or of any state college or university who begins employment with another without a break in service shall have annual and sick leave transferred.

WHO IS AFFECTED?

Former employees who have one full year of state employment are in good standing and returns to fulltime service with one of these employers, they shall be credited immediately with all sick leave to which they were entitled at the time of termination. The last employer has responsibility for certifying eligibility for the sick leave credit to the re-employing agency, college or university.

PROCEDURE

The new employee must provide written documentation from their former agency, college or university certifying sick leave and if appropriate annual leave balances. Once certification of previous service and leave balances are received, Human Resources will establish a constructed employment date and notify the Payroll Office of the prior service.