

<b>System-wide Policy:</b>	
<b>HR0360 - Leave Transfer Between the University and State Agencies</b>	
<b>Version: 13</b>	<b>Effective Date: 02/05/2019</b>

## HR0360 – Leave Transfer Between the University and State Agencies

### Topics:

[Procedures](#)[Related Policies](#)

### Objective:

To assure the transfer of annual and sick leave for employees transferring between the university, state agencies, a Tennessee Locally Governed Institution, a Tennessee Board of Regents institution and local school boards.

### Policy:

1. Any full-time employee of any agency, office, or department of the state or of any state college or university (including the University of Tennessee) who leaves one of these employers for employment with another without a break in service shall have all annual and sick leave transferred. Normally, if an employee leaves the University of Tennessee and is reemployed with a state agency, the University of Tennessee, a Tennessee Locally Governed Institution or a Tennessee Board of Regents institution within 42 working days of termination from the university, he or she shall have all annual leave transferred or reinstated to the employing agency and shall not be entitled to payment for annual leave. Any payment for annual leave upon termination that is later found to have been in violation of policy shall be paid to the University of Tennessee by the terminating employee. In the case of layoff and subsequent reinstatement or reemployment within 42 days of termination, repayment of annual leave will be the employee's option. In the case of reemployment within 42 days to a position where annual leave does not accrue, repayment is not an option.
2. When a former employee who has one full year of state employment in good standing returns to full-time service with one of these employers, he or she shall be credited immediately with all sick leave to which he or she was entitled at the

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time of termination. The last employer shall be responsible for certifying eligibility for this sick leave credit to the reemploying agency, college, or university.

3. Furthermore, any full-time teacher employed by a local school board in Tennessee, who leaves the employment of that board and becomes an employee of the University of Tennessee, shall have his or her sick leave transferred upon request. The former employee of a local board must have begun university employment after July 1, 1965, to be eligible for this transfer of sick leave.
4. Employees of state agencies, colleges or universities, who will be employed by the University of Tennessee, should be encouraged to take their accumulated annual leave prior to being placed on the rolls of the university unless there is an immediate and urgent need for their services.

**PROCEDURES:**

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

**Related Policies:** [HR0305 - Annual Leave \(Vacation\)](#), [HR0380 - Sick Leave](#)