

Procedure No. 601.1

Area: Human Resources

Adopted: November 5, 2002

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

SUBJECT: Internal Transfer of Annual Leave

1. When University employees move between classified and contract administrative positions, they shall carry forward into the new position a maximum of 240 accrued hours of annual leave and cash out the remainder.
2. Employees transferring from E&G positions to restricted positions will bank E&G vacation leave (no carryover leave). The amount of vacation leave banked shall be duly noted in the employee's record.
 - a. Upon separation from the University, the employee will be paid out for the E&G vacation leave (banked and eligible for payout) at the current rate of pay of the last E&G position.
 - b. Accrual of vacation leave will begin the first day of employment under the grant. The accrued leave rate will be based upon the type of position (e.g., professional/-administrative, faculty, etc.) and the years of service with the state.
 - c. All vacation leave accrued under restricted employment must be used prior to end of the grant, or it will be lost.