

# Policy No. 601

Area: Human Resources

Adopted: May 1, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in  
Administration & Finance*

Certified by \_\_\_\_\_  
Dr. Cynthia Jackson-Hammond  
University President

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## **SUBJECT: Disposition of Leave upon Employee Internal Transfer**

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Whenever a University employee moves from a classified position to a non-classified position or vice versa, they shall carry forward into these new positions a maximum of 240 accrued hours of annual leave and cash out the remainder.

**Procedure:**

Internal Transfer of Annual Leave 601.1