

## **POLICY NO. 601.1**

### **Area: Human Resources**

Adopted: November 5, 2002

*Original signature is on file in  
Office of General Counsel*

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Certified By:

Dr. Adolphus Andrews  
Vice President for  
Administration and Finance

Revisions Adopted: June 9, 2016

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### **SUBJECT: Internal Transfer Of Annual Leave Policy 601.1**

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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.