

POLICY NO. 601

Area: Human Resources

Adopted: May 1, 1998

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

Certified By:

Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Disposition Of Leave Upon Employee Internal Transfer Policy 601

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:

[Procedure# 601.1 Internal Transfer of Annual Leave](#)