



Leave Policy-Leave Transfer

Responsible Official: Chief Operating Officer

Responsible Office: Human Resources

Policy Purpose

This policy specifies the process for transfer of annual and/or sick leave balances between ETSU and other State of Tennessee agencies, colleges, universities, institutions, or schools.

Policy Statement

I. Transfer of Leave to ETSU.

ETSU will accept any accrued and accumulated annual and sick leave balances of any eligible Regular Employee who transfers employment from any other State of Tennessee agencies, colleges, universities, institutions, or schools to ETSU without a Break in Service as permissible under state law.

Before any transfer of leave is accepted, the previous employer must certify to ETSU that the employee's sick leave for which credit is being sought was actually accrued and due; records from the previous employer must have been compiled during the course of employment and not from records compiled solely for purposes of establishing leave credit.

II. Transfer of Leave to a State Agency or Institution in Tennessee.

An employee who transfers to another State of Tennessee agency or institution shall not be paid for accrued and unused sick leave pursuant to state law. All unused sick leave shall be transferred to the other State of Tennessee agencies, colleges, universities, institutions, or schools.

ETSU will transfer any accrued and accumulated annual and sick leave balances of any eligible Regular Employee who transfers employment between ETSU and any other State of Tennessee agencies, colleges, universities, institutions, or schools as permissible under state law and the policies of the new employer. If the new employer does not accept transfer of annual or sick leave, ETSU will payout annual leave pursuant to the Annual Leave Policy. Sick Leave is not paid out pursuant to the Sick Leave Policy and state law.

Authority: TCA § 8-50-801; TCA § 8-50-802; TCA § 8-50-803

Defined Terms

A defined term has a special meaning within the context of this policy.

Break in Service	Any business day not worked between the end of employment with one employer and the beginning of employment with another.
Regular Employees	Regular employees are personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (prorated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.
Prorated	A calculated amount in proportion to full-time equivalency.

Policy History

Effective Date:

Revision Date:

Previous Policy: PPP-25

Procedure

I. Service Credit.

When an employee transfers between State of Tennessee employers, the transferring employee submits a written request to the applicable Department of Human Resources and requests adjustment of their records to show service established with prior State employer(s). The last employer is responsible for certifying this creditable service and the eligibility for annual and sick leave credit to the re-employing agency, college, or university.

II. Transferring Annual Leave

A. Transfer with no break-in-service.

Employees complete a form during orientation about previous employment. ETSU

Human Resources contacts the former employer to verify leave balances. ETSU Human Resources credits accrued, but unused annual leave as soon as reasonably practicable.

B. Transfer with a break-in-service.

ETSU does not handle leave in this situation. The employee must work with their previous employer as to the payout of leave per the previous state employer's policies and procedures.

C. Transfer to an agency or institution that will not accept accrued and unused annual leave.

ETSU will pay the employee the balance of annual accrued and unused annual leave upon confirmation that the agency or institution will not accept the balance of annual leave on the final paycheck or as soon as reasonably practicable.

Effective Date:

Revision Date:

Procedure History

Related Form(s)

N/A

Scope and Applicability

Primary: Human Resources