

Transferring Annual Leave Balances

- If an employee transfers from one state agency to another, the employee's annual leave balance transfers to the receiving agency. The funds associated with the balance, however, do not transfer. The receiving agency accepts the liability for the employee's unused annual leave balance.
- An employee from the legislative or judicial branch who is hired by a state agency may transfer their unused annual leave balance if the leave from the legislative or judicial branch was earned in accordance with the Annual Leave Act.
- An employee from a quasi-state agency who is hired by a state agency may transfer their unused annual leave balance if the leave from the quasi-state agency was earned in accordance with the Annual Leave Act.
- An employee of a school district may not transfer their unused annual leave when they are hired by a state agency.
- An employee's annual leave accrual will be based on their average workday in the new position. If applicable, an employee's annual leave balance must be converted to the new average workday before the balance is transferred to the new agency.

Example: An employee working 8.0 hours per day at Agency A with 45 days of accrued annual leave, transfers to Agency B which has a 7.5-hour workday; therefore, the employee has 45-7.5 hours of accrued annual leave or 337.5 hours of annual leave. In transferring the annual leave, Agency A should transfer to Agency B 45 days or 337.5 hours of annual leave.