

Transferring Sick Leave Balances

- An employee who transfers without a break in service from one state agency to another, transfers their earned sick leave, which should be adjusted to the scheduled workweek of the receiving agency, if necessary.
- When an employee of a state agency transfers to a school district of the state or a school district employee transfers to a state agency, the employee is permitted to transfer their unused sick leave balance, if the move occurs without a break in service.
- An employee from a quasi-state agency who transfers to a state agency may transfer their unused sick leave balance if the leave from the quasi-state agency was earned in accordance with the Sick Leave Act and the move occurs without a break in service.
- If an employee moves to a position that requires a different number of hours in a work week, the employee's sick leave balance must be converted to the new average workday. To convert the leave balance, divide the total number of accrued sick leave hours by the number of hours in the new part-time average workday.

Example: An employee worked a 7.5-hour workday as a full-time employee (37.5- hour workweek) and had a sick leave balance of 20 days (or 150 hours). If this employee reduces his work hours to 30 hours a week, his new average workday is 6 hours. Divide the 150 hours of sick leave by the six-hour average workday, and the employee's converted sick leave balance is 25 days (or 150 hours). Note: If this change results in an employee having a maximum accumulation in excess of 180 average workdays in the new part-time status, as of the effective date of the change, the employee will not forfeit the excess. The employee will retain this excess leave which is the maximum amount the employee may carry over in future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of 180 average workdays, will become the employee's maximum carry over into future years or less. If the amount of leave carried over is less than 180 average workdays, then 180 days will become the maximum amount of unused leave the employee may carry over thereafter.