

**POLICY 10
SICK LEAVE**

Rule 10.05 - Transfer of Accrued Sick Leave/Academic to Civil Service and Vice Versa

Sick leave credit will be transferred when a staff member moves or when a staff member's position is changed from an academic appointment to a Civil Service appointment within the University and vice versa. All transfers of sick leave credit require the presentation of appropriate records verifying the sick leave accrued and unused prior to the transfer. If the Civil Service sick leave credit to be transferred exceeds the maximum amount of sick leave accrual permitted by academic policies, the total amount will be transferred but no further sick leave may be accrued.

Employees shall not be entitled to cash payouts for any accrued sick leave credits when transferring from academic to Civil Service positions or vice versa.

Regulation

10.051 Validation of Accrued Sick Leave Hours

The campus human resources staff will validate the number of accrued sick leave hours at the time of transfer from a Civil Service to an academic appointment.