

POLICY 7
VACATION AND PERSONAL LEAVE

Rule 7.05 - Transfer From One Employee Group to Another

The manner in which accumulated vacation and personal leave will be administered when an employee transfers from academic to Civil Service employment or vice versa is described below:

A. Academic to Civil Service

When an employee transfers from an academic position to a Civil Service position, any vacation earned under the academic system will ordinarily be used before the employee transfers.

In cases in which taking vacation time prior to transfer would create a hardship, arrangements may be made for transfer of all or part of the accumulated vacation provided that these arrangements are acceptable to the two administrative units and the employee. In no case can a transfer of accumulated vacation result in a loss of accumulated benefits, except that at the time a staff member retires, resigns, or otherwise terminates employment with the University the employee's accumulated vacation may not exceed the maximum allowable accrual as provided in Rule 7.01.

B. Civil Service to Academic

When an employee transfers from a Civil Service position to an academic position, any vacation earned under the Civil Service system will ordinarily be used before the employee transfers.

In cases in which taking vacation time prior to transfer would create a hardship, arrangements may be made for transfer of all or part of the accumulated vacation provided that these arrangements are acceptable to the two administrative units and the employee. In no case can a transfer of accumulated vacation result in a loss of accumulated benefits, except that at the time a staff member retires, resigns, or otherwise terminates employment with the University the employee's accumulated vacation may not exceed forty-eight (48) working days.

C. Retroactive Transfer

Applications for transferred vacation credit previously lost when moving from one employee group to another must have been filed with unit heads by June 30, 1976; otherwise it has been forfeited.