

**LEAVE POLICY FOR EMPLOYEES TRANSFERRED FROM OTHER STATE AGENCIES OR INSTITUTIONS**

When an employee of another Arkansas public institution of higher education or an employee of an Arkansas State agency resigns and is employed by the University, the following shall apply:

- a. The number of years of service in another State agency or Arkansas public institution of higher education shall be accepted by the University to apply toward eligibility for the annual leave accrual in effect for the position occupied.
- b. Annual and sick leave accumulation shall be accepted by the University in an amount not to exceed the employee's leave balance with the other State agency or institution of higher education or any leave balance with the University for the total number of years of service.

When an employee of an entity that is both wholly owned by the University and provides academic or administrative services to a campus, division or unit of the University resigns and is employed by the University, annual and sick leave accumulation in an amount not exceeding the employee's leave balance with such entity shall be accepted by the University. Upon employment by the University these employees will begin leave accrual at the rates then applicable to new University employees.

When an employee of a school district, an education service cooperative or a state education agency transfers to a two-year college, the following shall apply:

- a. Sick leave accumulation shall be accepted by the two-year college but not to exceed a maximum of 90 days.
- b. The accumulated and unused sick leave shall be granted upon furnishing proof in writing from the school district of former employment of the employee.

December 4, 2023  
April 29, 2016