



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
2/24/00**

**REVISION
6**

**PAGE
D6-170.0.2**

SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

SICK LEAVE, Continued

TRANSFER: If an employee transfers without service interruption from one state agency to another, he/she is entitled to credit for accumulated, unused sick leave which will be transferred.

1. Transferring from UTD:

An employee, who transfers from UTD to another state agency, should verify that the current state employer has received confirmation of any unused sick leave from UTD Human Resources.

2. Transferring to UTD:

Incoming employees from another state agency must provide the Human Resources Office with a written record of accrued sick leave from the previous employer in order to be credited with any such leave.