



Office of Human Resources

Policy Memorandum 11

Date: October 2, 2012

Accepting Transfer of Leave

As of the academic year 2012-13, Nunez Community College will only accept leave balances from employees transferring in from another State agency, including LCTCS sister schools, for the type of leave the employee is eligible to earn at Nunez.

For example, nine-month faculty are not eligible to earn annual leave at Nunez Community College. Therefore, we will not accept any annual leave balance from another agency. However, nine-month faculty are eligible to earn sick leave; therefore, Nunez Community College will accept sick leave balances from another agency.

In addition, Nunez Community College will not accept a transfer of compensatory time earned at any other State agency.

It shall be the responsibility of the transferring employee and the departed agency to determine if a leave pay-out of any accrued, non-accepted leave is due the employee upon termination from that agency.

This is not a new policy, but rather a clarification and application of LCTCS policy #6.003 to existing Nunez Community College leave policies.