



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Leave Transfers Between State Agencies

Policy:

Prospective Alcorn State University employees who are currently employed by another state agency may transfer leave balances (both personal and major medical leave) if hired by the University. A letter from the agency will be requested by the employee indicating the balances at the time of termination. This letter shall be signed by a Human Resources authority at the state agency of prior employment and mailed directly to Alcorn State University's Office of Human Resources. The employee's leave records will be adjusted to incorporate the balances transferred, and the employee will accrue leave based on uninterrupted years of service with the state. The employee cannot receive terminal payment for leave when transferring to another state agency. Retirement records will transfer from state agency to state agency and will require only that the employee complete a new application when employed so that the current employer is noted on the employee's record. Breaks in service of one (1) eight-hour day and/or withdrawal of retirement funds from PERS would constitute a termination from state employment, and transfer procedures would not apply.