

06:02:11:00 Transfer of Leave

Purpose:

Dyersburg State Community College (DSCC) has established policies and guidelines that are implemented on a campus-wide basis.

Scope:

This policy applies to all regular full-time and part-time employees. It does not apply to student workers, adjunct faculty, and temporary workers.

Policy:

Any regular employee of any agency, office or department of the State of Tennessee or of any State college or university who leaves one of these employers for employment with another without a break in service shall have all annual and sick leave transferred. Moreover, if an employee leaves the State University and Community College System institutions/Board of Regents Central Office and is re-employed with a State agency prior to his/her termination date with the State University and Community College System, he/she shall have all unused annual leave transferred/reinstated to the employing agency and shall not be entitled to payment for annual leave beginning with the date of re-employment. Any payment for annual leave upon the termination which is later found to have been in violation of this policy shall be repaid to the State University and Community College System institutions/Central Office by the terminating employee.

When a former employee who has at least one (1) full year of State employment in good standing returns to full-time service with one of these employers, he/she shall be credited immediately with all sick leave to which he/she was entitled at the time of termination. The last employer shall be responsible for certifying eligibility for this sick leave credit to the re-employing agency, college or university.

If any teacher employed by a local school board in Tennessee leaves the employment of that board in good standing and becomes a full-time state employee within six months of the date of termination, upon certification of accrued and due sick leave by the previous employer, he/she shall be immediately credited with all sick leave to which he or she was entitled at the time of the previous termination.

Compliance:

All DSCC employees are expected to adhere to this policy.

Definitions:

N/A

Revision History:

Policy created January, 1995. Policy updated July 2012; approved by Administrative Council on July 27, 2012.

Dyersburg State Community College

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