

## **LEAVE TRANSFERS**

If a person is ending employment with a State of Florida agency or university, and beginning employment at the University of Central Florida, the employee will not be allowed to transfer leave balances from the other agency or university.

If an employee is ending employment with the University of Central Florida to begin employment with another agency or university, and that agency or university is willing to allow the employee to transfer leave balances from the University of Central Florida, the following must occur prior to the processing of termination paperwork by the department and prior to a leave payout being processed:

- 1) The employee should contact Payroll Services via e-mail to indicate that he/she is terminating employment and would like his/her leave balances to be transferred.
- 2) The new employing agency must send an official notice to the University of Central Florida Payroll Services Office to request the balance information within 2 weeks of the termination date.