

FAYETTEVILLE STATE UNIVERSITY

TRANSFER OF VACATION (ANNUAL) LEAVE

Authority: UNC Board of Governors
Chancellor
State of North Carolina Office of State Personnel

Category: Employment (EPA Non-Faculty and SPA Employees)

Applies to: ● Administrators ● Staff

History: Revised – February 6, 2007
First Issued – May 1, 2004

Related Policies: *UNC Policy Manual*, Sections 300.1.1 and 300.2.1
Office of State Personnel Policy Manual, Section 5

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I. Introduction

Fayetteville State University (FSU) will accept the transfer of accrued vacation (annual) leave when an employee transfers from a UNC constituent institution or State or local governmental agency to FSU in accordance with the regulations prescribed in this policy. FSU will pay a lump sum amount to a FSU employee who transfers to an agency that will not accept the employee's accrued vacation (annual) leave in accordance with the regulations prescribed in this policy.

II. Transfer or Payment of Accrued Vacation (Annual) Leave

- A. FSU will accept earned vacation (annual) leave when a SPA employee from another State agency transfers to a SPA position at the university. The university **will not** accept vacation leave for all other transfers (SPA to EPA, EPA to SPA or EPA to EPA).
- B. If a FSU employee is transferring to an agency that will not accept the employee's earned vacation leave, the employee will be paid in a lump sum not to exceed 240 hours (prorated for part-time employees).
- C. An employee's earned vacation (annual) leave may only be transferred to the following agencies:
 - North Carolina Public Schools

- North Carolina Community Colleges
- North Carolina Technical Institutes
- Local mental health, public health, social services, or emergency management departments
- Other North Carolina state agencies (including state universities)