

Office of Personnel Management

Policy

Policy Title: Transfer of Leave	Policy Number: 50.17
Citation: Arkansas Code Annotated §§ 21-4-204 through 207	Forms: Proof of Prior Service http://www.dfa.arkansas.gov/offices/ personnelManagement/Pages/forms.aspx

Purpose

Arkansas law provides that employees transferring between state agencies or institutions of higher education are allowed to transfer their leave benefits when they move to another state agency or institution of higher education.

Specific Provisions

Employees transferring without a break in service, between state agencies and/or state-supported institutions of higher education, which are covered by the Uniform Attendance and Leave Act, shall retain all accumulated annual leave upon transfer to their new agency or institution of higher education.

If an employee separates from a state agency or institution of higher education and is paid for their annual leave upon separation, the employee is not allowed to return to state employment until he or she has exhausted the number of days for which they were awarded annual leave. If the employee has been separated from state government for 30 working days or less, they will have the option of purchasing their unexpired leave balance from the hiring state entity.

If an employee receives compensation for unused sick leave at retirement and returns to state employment, the employee shall not be required to wait until the expiration of the number of days for which he or she received additional compensation before returning to state employment or to repay the amount of the compensation.

When an employee is laid off because of budgetary reasons or curtailment of activities and he or she is reinstated within a period of six (6) months, accumulated sick leave may be restored to his or her credit.

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When an officer or employee of a state office or agency excluded from the provisions of the Uniform Attendance and Leave Act leaves employment of the excluded office or agency and becomes employed by an agency or institution which is subject to the Uniform Attendance and Leave Act, the period of employment with the excluded office or agency shall be included as state employee service for the purpose of determining the rate at which the employee earns paid annual leave.

Upon return to state employment, the hiring state entity shall request a Proof of Prior Service from each agency or institution of higher education where the employee has previously worked. The employee's rate of annual leave accrual shall be determined by considering all past state employment.

April 4, 2012