

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 5:042 | Supersedes Policy Number: 5:042 |
| Date: December 18, 1989 | Dated: January 23, 1989 |
| Subject: Leave Transfer Between The State University and Community College System and State Agencies | |
| Initiating Authority: Vice President for Finance and Administration | TBR Policy/Guideline Reference: 5:01:01:06 |
| Approved: President: Signature on File | |

Approved: President (signature on file) (signature on file)

Any regular employee of APSU transferring to any State agency or to any other State college or university or anyone who leaves one of these employers for employment with APSU without a break in service shall have all annual and sick leave transferred. Moreover, if an employee leaves APSU and is re-employed with a State agency or TBR institution prior to his/her termination date, 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 APSU 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 is 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 APSU employee within six (6) months of the date of termination, upon certification of accrued and due sick leave by the previous employer, the employee shall immediately be credited with all sick leave to which he or she was entitled at the time of the previous termination.