

POL 05.35.02
UNC Pembroke Policy Regarding Transfer of Accrued Annual Leave

Authority: Chancellor

History: First Issued August 1, 2016

Related Policies:

- [UNC Policy Manual 300.1.1 – Senior Academic and Administrative Officers](#)
- [UNC Policy Manual 300.2.1 – Employees Exempt from the State Personnel Act](#)

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1. PURPOSE

1.1 This policy applies to all permanent, benefits eligible employees who are exempt from the state human resources act (EHRA) and non-faculty.

1.2 In accordance with UNC Policy Manual 300.1.1 and 300.2.1, in reference to EHRA non-faculty appointments, UNCP is establishing this policy regarding the transfer of any unused annual leave to and from another UNC constituent institution, State or local governmental agency.

1.3 UNCP will accept the transfer of accrued annual leave, up to 120 hours, when an EHRA non-faculty employee transfers from another UNC constituent institution.

1.4 Upon discontinuation of employment, an EHRA non-faculty employee may elect a payout of accrued annual leave not to exceed 240 hours or transfer the remaining balance of any unused annual leave to another State or local governmental agency, subject to the receiving agency's approval.