

## **UAM OPERATING PROCEDURE 405.3**

### **LEAVE FOR NON-CLASSIFIED EMPLOYEES: ACCEPTANCE AND PAYMENT**

Acceptance of Leave: The University will accept leave, at the time of transfer, for non-classified staff and faculty transferring from Arkansas state agencies and Arkansas state-supported Institutions of higher education without a break in service.

Additionally, the University will accept the balance of annual leave not paid by the previous agency/institution if the leave is within the accrual limits as allowed by the Act.

Payment of Leave: Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the University, the amount due the employee or his/her estate shall be paid as authorized in UA Systemwide Policy and Procedure 440.4.

If the employee is transferring to another Arkansas State Agency or an Arkansas state-supported Institution of higher education, without a break in service, transfer of such leave may be authorized if the receiving agency/institution accepts such annual and holiday leave. An employee must request such transfer and provide written documentation from the receiving entity that it will accept such leave.

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