

UAM OPERATING PROCEDURE 405.3

RE: Leave for Non-Classified Employees:
Acceptance and Payment

September 1, 1993

Revised: July 1, 1999

Revised: July 1, 1997

Revised: August 25, 2011

Acceptance of Leave: The University will accept leave, at the time of transfer, for non-classified employees transferring from Arkansas state agencies and Arkansas state-supported Institutions of higher education without a break in service. Accumulated leave shall be transferred in the same manner as classified employees as authorized in the Arkansas Uniform Attendance and Leave Policy Act.

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 Board Policy 420.1.

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.