


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
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Date:	Dated:
April 18, 1988	August 1, 1986
Subject:	
Leave Transfer Between SBR Institutions and State Agencies	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Finance and Administration	5:01:01:06
Approved:	
 President	

When any employee of APSU, with accrued and accumulated annual and/or sick leave, is transferred to or from an institution or school within the State University and Community College System of Tennessee, such earned leave shall be fully transferable between said agency, office, department, and institution.

When any teacher employed by a local school board in Tennessee leaves the employment of that board in good standing, and later serves for two (2) continuous years as an APSU employee who is eligible to accrue sick leave, all unused sick leave of such teacher accumulated pursuant to T.C.A. section 49-5-710 and 711 shall be transferred to APSU, provided that the teacher may waive such transfer by notice to the person at APSU responsible for his or her appointment, and provided further that for persons employed on or after May 28, 1977, any such leave must be determined prior to that appointment. Before any transfer of leave is accepted pursuant to this section, the previous employer must certify to APSU that the sick leave for which credit is being sought actually is accrued and due and is substantiated by records of the agency compiled during the course of employment and not from records compiled solely for purposes of establishing leave credit.

Notwithstanding the above, 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, the employee shall immediately be credited with all sick leave to which he or she was entitled at the time of the previous termination.