

# Absence Balance Transfer Request Form

UNI employees transferring to another State agency, including other Regent institutions, may request to transfer their vacation and/or sick time off balances to that agency. The staff member must make a request during the interview or employment offer process and must notify their current institution by their last day of employment. Such requests are subject to approval by the receiving employer. Vacation not transferred will be paid out to the employee on a final UNI paycheck. Sick time is only paid out upon retirement at a maximum of \$2000. Questions can be addressed by Payroll at 319-273-2162.

I am requesting the following be transferred to \_\_\_\_\_ (name of state agency):

\_\_\_\_\_ Transfer of all vacation hours, as approved by the receiving employer

\_\_\_\_\_ Transfer of \_\_\_\_\_ hours of vacation, as approved by the receiving employer.  
The remaining hours to be paid out.

\_\_\_\_\_ Transfer of all sick hours

\_\_\_\_\_ Transfer of \_\_\_\_\_ sick hours

\_\_\_\_\_ Date starting position at other state agency

\_\_\_\_\_  
Print employee name

\_\_\_\_\_  
UID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

Submit to Payroll, 103 Gilchrist Hall, 0008  
Updated 6/5/2024