

# Leave Balances Transfer Request Form

UNI employees who transfer to another State agency, including other Regent institutions, may request to transfer their vacation and/or sick leave accrual balances to that agency. Vacation not transferred will be paid out to the employee on a final UNI paycheck. Sick leave is only paid out upon retirement, to a maximum of \$2000. Questions can be addressed by Payroll at 273-6425.

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

\_\_\_\_\_ Transfer of all vacation hours

\_\_\_\_\_ Transfer of \_\_\_\_\_ hours of vacation, the remainder to be paid out

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

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

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

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

\_\_\_\_\_  
UID

\_\_\_\_\_  
Date

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

Submit to Payroll, 103 Gilchrist Hall, 0008