



RUTGERS POLICY

Section: 60.1.20

Section Title: Universitywide Human Resources Policies and Processes

Policy Name: Credited Leave Carryover for Staff Employees Transferring Between Rutgers Schools/Units and Transitions from State, County and local Agencies to Rutgers University

Formerly Book: New Policy

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/2013

Revisions: 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**

This policy provides the parameters associated with the use and carryover of credited leave during instances when an employee transfers¹ from one Rutgers position to another resulting in a change of leave entitlements.

2. **Reason for the Policy**

The policy provides guidance related to leave entitlements, use and forfeiture associated with internal position transfer and transfers from certain public entities.

3. **Who Should Read This Policy**

All members of the Rutgers University community.

4. **Related Documents**

- a. Administrative Leave 60.3.3
- b. Vacation for Staff Members 60.3.10
- c. Vacation for Staff in FOP Units & IAFF 60.3.20
- d. Personal Holiday 60.3.11
- e. Vacation (legacy-UMDNJ) 60.9.43
- f. Floating Holidays (legacy-UMDNJ) 60.9.12

5. **Contacts**

University Human Resources
848-932-3020

¹ Lateral and promotion, demotion, across negotiating units or between aligned and non-aligned positions.

6. The Policy

60.1.20 CREDITED LEAVE CARRYOVER FOR STAFF EMPLOYEES TRANSFERRING BETWEEN RUTGERS SCHOOLS/UNITS AND TRANSITIONS FROM STATE, COUNTY AND LOCAL AGENCIES TO RUTGERS UNIVERSITY

The university shall make reasonable efforts to facilitate staff employee transfers between all Rutgers Schools/Units. When a staff employee transfers from one position to another, the university would like to ensure that there is no break in service, where appropriate, and that employees are advised or have access to relevant information related to potential changes to leave eligibility use and forfeiture.

All staff employee transfers within the university must be coordinated through University Human Resources and approved by the Vice President for Faculty and Staff Resources or his/her designee.

Definitions

- A. **Rutgers positions** - denotes a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements, and as such, individuals employed in Rutgers positions may be eligible for different non-State benefits.
- B. **Legacy UMDNJ position at Rutgers** - denotes a position which, historically, was associated with the former University of Medicine and Dentistry of New Jersey (UMDNJ). Individuals employed in legacy UMDNJ positions at Rutgers are processed through the Banner payroll system. Many of these positions exist at Rutgers Biomedical and Health Sciences (RBHS), though some may exist in Central Administration or other areas within the University. These positions may be governed by different negotiated agreements, and as such, individuals employed in legacy UMDNJ positions at Rutgers may be eligible for different non-State benefits than those employed in Rutgers University positions.

Transferring Between Rutgers Schools/Units:

In such instances where a current Rutgers University employee or legacy UMDNJ employee at Rutgers is considered for a position that will result in a transfer, the employee should be instructed to contact University Human Resources in order to be advised of the impact of any applicable changes to leave entitlements and other changes to legacy benefits.

Employees transferring between Rutgers positions and legacy UMDNJ positions at Rutgers will need to consult the appropriate negotiated agreement and applicable university policies to become informed of the benefits and time accrual rules that are associated with the new position.

1. Staff Employees transferring between Rutgers Positions:

- A. All accrued leave time will follow the employee to the new position and as outlined per the appropriate policies. Accrued leave time will include Administrative Leave (AL), Personal Holidays (PH), Sick, Vacation, and Paid Leave Bank Days.
- B. An employee who accepts a new Rutgers position, or is transferred to another Rutgers position will be entitled to the benefits associated with the position and will accrue time in accordance with the policies and procedures and any negotiated agreement that governs the new position.

2. **Staff Employees transferring between legacy UMDNJ Positions at Rutgers:**
 - A. All accrued leave time will follow the employee to the new position as outlined per appropriate policies and collective negotiation agreement, if relevant. Accrued leave time will include Float Holidays, Sick, and Vacation.
 - B. An employee who accepts a position at or is transferred to another Rutgers-legacy UMDNJ position will be entitled to the benefits associated with the position and will accrue leave time in accordance with the policies and procedures and any negotiated agreement that governs the new position.

3. **Staff Employees transferring from a Rutgers Position into a legacy UMDNJ Position at Rutgers:**
 - A. Staff employees employed in a Rutgers position must exhaust all Administrative Leave (AL), Personal Holidays (PH) and Paid Leave Bank Days before the official date of transfer to the legacy UMDNJ position at Rutgers. If AL and PH days are not exhausted before the day of transfer, the employee will forfeit those days
 - B. Accrued vacation and sick time will transfer with the employee to the legacy UMDNJ position at Rutgers in accordance with applicable policies and parameters associated with the new position.
 - C. The employee will be entitled to the benefits that are associated with the position to which they are transferring.

4. **Staff Employees transferring from a legacy UMDNJ Position at Rutgers to a Rutgers Position:**
 - A. A staff employee transferring from legacy UMDNJ position at Rutgers must exhaust all float holidays before the official date of transfer to the Rutgers position. If float holidays days are not exhausted before the date of transfer, the employee will forfeit those days.
 - B. Accrued vacation and sick time will transfer with the employee to the Rutgers position in accordance with applicable policies and parameters associated with the new position.
 - C. The employee will be entitled to the benefits that are associated with the position to which they are transferring.

Below is a chart that outlines the credited leave that will follow the employee who may transfer from one position to another within Rutgers:

Transferring From:	Transferring To:	Credited Leave to Follow & Accrual of time in new position
Rutgers position	Rutgers position	All credited leave (sick, vacation, administrative leave days, personal holidays, and paid leave bank days) will follow the employee. The employee will accrue time in accordance with the policies and procedures and any negotiated agreement that governs the new position.
legacy UMDNJ position at Rutgers	legacy UMDN position at Rutgers	All credited leave (sick, vacation, float holidays) will follow the employee. The employee will accrue time in accordance with the policies and procedures and any negotiated agreement that governs the new position.
Rutgers position	legacy UMDN position at Rutgers	All credited leave (sick, vacation) will follow employee. Employee will need to exhaust administrative leave days, personal holidays, and paid leave bank days before the official day of transfer to the new position. The employee will accrue time in accordance with the policies and procedures and any negotiated agreement that governs the new position.
legacy UMDN position at Rutgers	Rutgers positions	All credited leave (sick, vacation) will follow employee. Employee will need to exhaust float holidays before the official day of transfer to the new position. The employee will accrue time in accordance with the policies and procedures and any negotiated agreement that governs the new position.

Transferring from State, County and Local Agencies to Rutgers University:

For staff members who transfer from a state agency to Rutgers University without a break in service, the eligible pension service credit accrued by the staff member will be carried over for the purpose of calculating pension service credit to the applicable State administered Pension Plan and determining the cost-sharing for the Retiree State Health Benefits Plan (SHBP) contributions. Such staff may have the status, rights, benefits, salary or anniversary date determined consistent with appropriate regulations and guidelines.

Only sick time accruals are transferable to Rutgers University. Vacation time accrued at the state agency will not be carried over to Rutgers. Rutgers will use the original eligible employment date with a New Jersey state employer as the vacation accrual start date.

For staff members who transfer from a county and local agency to Rutgers University without a break in service, the eligible pension service credit accrued by the staff member will be carried over for the purpose of calculating pension service credit to the applicable State administered Pension Plan and determining the cost-sharing for the Retiree State Health Benefits Plan (SHBP) contributions. Such staff may have the status, rights, benefits, salary or anniversary date determined consistent with appropriate regulations and guidelines. No credited leave accrued at the county and local agencies will be carried over to Rutgers.

Below is a chart that outlines the credited leave that will follow the employee who may transfer from state, county or local agency to a Rutgers position:

Transferring From:	Transferring To:	Credited Leave to Follow & Accrual of time in new position
State agency	Rutgers position	Only credited sick time will be transferable to Rutgers. The employee will accrue time based on their original hire date with a NJ State employer in accordance with the policies and procedures and any negotiated agreement that governs the new position.
State agency	legacy UMDNJ position at Rutgers	Only credited sick time will be transferable to Rutgers. The employee will accrue time based on their original hire date with a NJ State employer in accordance with the policies and procedures and any negotiated agreement that governs the new position.
County/Local agency	Rutgers position	No credited leave will be transferable to Rutgers. The employee will accrue time in accordance with the policies and procedures and any negotiated agreement that governs the new position.
County/Local agency	legacy UMDNJ position at Rutgers	No credited leave will be transferable to Rutgers. The employee will accrue time in accordance with the policies and procedures and any negotiated agreement that governs the new position.