



Human Resources  
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## TRANSFERRING LEAVE TO FSU

New employees in A&P or USPS positions may transfer annual leave (vacation) and/or sick leave when transferring directly to FSU from one of the following governmental entities within Florida:

State of Florida Agencies  
State of Florida Universities (public, not private)  
Florida Community Colleges  
Florida Counties including school districts  
Florida Cities

Acceptance of leave transfers is the decision of the FSU hiring department in accordance with the following maximums:

- Annual (Vacation) Leave
  - USPS – 240 hours
  - A&P – 352 hours
  - Executive Service – 480 hours
- Sick Leave – no maximum
- Personal Holidays will be accrued for transferring USPS employees unless one has been used in the current fiscal year (the employee's former agency must verify)
- Compensatory leave is not transferable

### Leave Transfer Process

1. The department should include the following in the new employee's offer letter:
  - Acceptance of the leave transfer
  - Type and amount of leave to be transferred
  - Name of employee's former agency that the leave will be transferred from
2. Send a copy of the offer letter to the Attendance & Leave Coordinator in Human Resources (Staff: Abigail Anderson, [alanderson3@admin.fsu.edu](mailto:alanderson3@admin.fsu.edu), Faculty: Andrew Kapec, [akapec@admin.fsu.edu](mailto:akapec@admin.fsu.edu), Mail Code 2410, Fax 850-645-9510). If the leave transfer is not addressed in the offer letter and the department wants to accept it, the department must send written notification including:
  - Employee's name, OMNI Employee ID and record number
  - Type and amount of leave to be transferred
  - Name of employee's former agency that the leave will be transferred from
3. Once notification has been received by Human Resources, the Attendance & Leave Coordinator will contact the employee's former agency to request the leave transfer.
4. After the transferring agency provides verification of the leave transfer, the HR Attendance & Leave Coordinator will update the employee's leave balance(s) in the OMNI system.

For further information, contact Abigail Anderson ([alanderson3@admin.fsu.edu](mailto:alanderson3@admin.fsu.edu)) at 850-645-2303, or Andrew Kapec ([akapec@admin.fsu.edu](mailto:akapec@admin.fsu.edu)) at 850-645-2781.