



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
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TRANSFERRING LEAVE TO FSU

New employees in certain leave accruing 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 – 80 Hours
- Sick Leave – 240 Hours
 - Note: Faculty hired after 5/6/2011 are not eligible to receive a sick payout upon separation. A&P, USPS, and Executive Service hired after October 1, 2015 are required to have 10 years of **FSU Service** before being eligible for a sick leave payout.
- 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 Attendance & Leave Coordinator in Human Resources (hr-attendanceleave@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:
 - a. Employee's name, OMNI Employee ID and record number
 - b. Type and amount of leave to be transferred
 - c. 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.