

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION  
Policy and Procedures Manual

SUBJECT: COMPENSATION AND EMPLOYEE BENEFITS  
Policy 801.8 – Transferability of Sick and Annual Leave  
**Approved: November 21, 1996; Revised: November 18, 1999**

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**Board policy**

- A. If an employee (including faculty) at any campus of the university system accepts a position at another campus of the university system, the employee shall not receive cash compensation for unused sick leave or annual leave, if applicable.
- B. In such a transfer, the receiving campus assumes the liability for the accrued sick and annual leave credits transferred with the employee.
- C. If a break in service occurs during a change in employment between campuses of the university system, the employee must receive a lump sum payment for accrued annual leave and sick leave credits earned after July 1, 1971. A break in service means a period of time in excess of five working days when the person is not employed and that severs continuous employment. The summer break does not constitute a break in service for employees with academic year appointments.

History:

Item 92-001-R0996, Transferability of Sick and Annual Leave (NEW), approved by the Board of Regents on November 21, 1996; as revised November 18, 1999 (Item 104-103-R0999).