

SECTION 07-16

Effective Date: July 1, 1996

LEAVE TRANSFERAL

County government employees entering initial, permanent/full-time employment within the Administrative Division may transfer their accrued but unused annual, sick, and personal leave time if same were provided by their previous employer upon start of employment. Transfer will only be permitted if the employee transitions from his/her previous employer to the Administrative Division within a time period not to exceed ten (10) working days from the last day of employment in the previous position to the first day of employment within the Administrative Division. No Annual Leave so transferred may be used within sixty (60) calendar days of the employee's first day of employment within the Administrative Division. No transferred leave balance is compensable to the employee upon termination of employment within the Administrative Division. No accrued but unused compensatory leave balances shall be transferred to employment within the Administrative Division. A statement signed by the employee's previous employer (agency head, elected official, manager, etc.) certifying the accrued but unused leave balances is required before transfer of same will be accepted. The Department of Accounting is responsible for record keeping in this regard.

For the purposes of this Section, "county government employees" shall be limited to former employees of any entity listed in this Manual as part of the Constitutional, Independent Agency, and Judicial Divisions of the County government of Washington County, Virginia (see Preface of this Manual). These are as follows:

28th Judicial Circuit Court Services Unit
Juvenile & Domestic Relations Court
Office of Clerk of Circuit Court
Office of Clerk of General District Court
Office of Commonwealth Attorney
Office of County Commissioner of the Revenue
Office of County Sheriff
Office of County Treasurer
Office of Voter Registrar
Washington County Department of Social Services
Washington County Public Library

Former employees Political Subdivisions of the County government shall not be entitled to transfer leave (Washington County Service Authority, Industrial Development Authority, Park Authority, and Virginia Highlands Airport Commission).