

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : TRANSFER OF TIME AND LEAVE CREDITS
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I PURPOSE

The purpose of this policy is to outline the process for transferring time and leave credits when an employee moves from a represented (Union) position into a non-represented position.

II APPLICABILITY

This policy applies to any NFTA/NFT Metro employee, or any employee working for an agency for which the Authority has administrative responsibility.

III POLICY

Any employee moving from a represented (Union) position into a non-represented position will be allowed to transfer unused sick, vacation and personal leave accrued in his or her former position. The number of hours/days transferred may not exceed the current maximum allowable accruals for non-represented employees.