TRANSFERING MONTHS OF SERVICE/LEAVE BALANCES WITH NO BREAK IN SERVICE

Going From	Going To	*Months of Service	Leave Balances	Sick Leave Sharing Program Participant
Teachers' Retirement	Executive Branch	Y	Y	Y
PVA**	Executive Branch	Y	Y	N
Administrative Office of the Courts (AOC)	Executive Branch	Y	Y (except for Comp time)	Y
Board of Education	Executive Branch (only if going to Department of Education)	Y	Y (Sick leave only)	N
Unified Prosecutorial	Executive Branch	Y	Y	N
Legislative Research Commission***	Executive Branch		Y (will accept up to 200 hrs Comp time)	Y
KCTCS ****	Executive Branch or to Dept of Education- Adult & Tech Educ.	Y	N	N
Chapter 16 (Trooper)	Executive Branch	Y	Y	N
Executive Branch	Executive Branch	Y	Y	Y
Colleges or Universities	Executive Branch	N	N	N
County or City Government	Executive Branch	N	N	N
Kentucky Housing Corporation	Executive Branch	N	N	N
Local Health Departments	Executive Branch	N	N	N
Returning Retirees	Executive Branch	N	N	N
Dept of Education- Adult & Tech Educ.	Executive Branch	Y	Y	N
Executive Branch	Dept of Education- Adult & Tech Educ.	Y	Y	Y
Ky Retirement System HB 461 (To and From)	Executive Branch To and From	Y	Y	Y

Note: For transfers involving Teachers' Retirement, PVA, AOC or Board of Education, agencies will need to call them to get the information. If there is a break in service, then employees would be paid for their annual and comp (up to the max). If an employee is coming from Unified Prosecutorial System, then agencies would need to contact this agency for their months of service and leave balances since this is not stored in KHRIS.

*For leave accrual purposes only.
**The Property Valuation Administrator (PVA) is considered an elected state official. Therefore, if a former PVA becomes an employee of the Executive Branch, in a position that accrues leave, the months of service as a PVA will need to be included when setting the annual leave accrual rate.
*** LRC Comp time transfer- Effective February 1, 2008
****KCTCS only up to July 1, 1998.