



Baltimore City Community College

Leave Transfer Policy

Policy (check one): New X Revised _____ Reformatted _____

Applies to (check all that apply):

Faculty X Staff X Students _____
Division/Department _____ College _____

Topic/Issue:

This policy addresses how the accumulated leave of employees who transfer from a leave-earning staff position to a non-leave-earning faculty position at Baltimore City Community College (“BCCC” or “the College”) is treated.

Policy Statement:

For employees who transfer from a leave-earning position to a non-leave-earning position: BCCC shall credit employees with up to 400 hours of carry-over annual leave at the time of transfer and shall make a one-time payment to the employees totaling a maximum of 400 hours plus the number of hours earned during the year of transfer at the rate that the employees were earning immediately before the transfer.

Proposed Implementation Date: Upon Board Approval

Approved by the Board of Trustees: November 15, 2023