

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 within the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

II. APPLICABILITY

This policy applies to any Authority 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.