

**Washington County Personnel Policy**  
**Article VI: Employee Benefits**  
**Section 7: Transferring Vacation and Sick Leave from another Employer**

When a person becomes a new full-time employee of Washington County, sick leave accrued from his/her previous employer may be credited to the employee only if all of the following conditions apply:

- a) The new employee is transferring the leave balance from a State or Local Government agency; **and**
- b) The new employee was a participant in the State Employee's Retirement System or the Local Government Employees Retirement System at his/her previous employer; **and**
- c) The new employee provides official documentation of the leave balance from his/her previous employer within 20 business days after the date of hire; **and**
- d) The new employee completes six months of continuous full-time employment with Washington County.

Washington County does not accept transfer of vacation leave from an employee's previous employer. The maximum sick leave balance accepted by Washington County is 225 hours. Requests for sick leave transfers may only be approved by the County Manager within his/her sole discretion.

[Adopted by the Washington County Board of Commissioners on July 7, 2014.]