

Reference Tool for Transferring Public Employee's Benefits

This chart describes how longevity, accrued leave, health benefits, and leave accrual rates are treated under the Montana Code Annotated (MCA) and the Montana Operations Manual (MOM) policies for a new employee transferring from another public employer in the state of Montana. The chart below describes how each of these benefits is affected when the new employee is from another state agency, the university system, or other "local" public employment.

Benefit	State Agency to State Agency	University System to State Agency	Local Government to State Agency
Annual Leave	if no break in service, all credits transfer	if no break in service, all credits transfer (except persons hired under personal services contracts)	cashed out, does not transfer
Sick Leave	if no break in service, all credits transfer	if no break in service, all credits transfer (except persons hired under personal services contracts)	cashed out, does not transfer
Non-Exempt Comp Time	cash out all accrued non-exempt comp time	cashed out, does not transfer	does not transfer
Exempt Comp Time	if new agency agrees, can transfer up to 120 hrs; cannot be cashed out	if new agency agrees, can transfer up to 120 hrs	does not transfer
Annual Leave Accelerated Hours	transfer for purposes of annual leave accrual	with documentation, hours credited	with documentation, hours credited
Longevity	if no break in service, transfers	if no break in service, receive credit for time served (except persons hired under personal services contracts)	treat as new employee
Health Benefits	transfer with employee	treat as new employee	treat as new employee
Probationary Period	If no break in service, maintains permanent status if attained in previous agency	If not break in service, maintains permanent status if attained at university	treat as new employee

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