

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

*\*Annual and sick leave and probationary period benefits may not transfer from Executive Branch Agency to Legislative or Judicial Branch.*

*Alternative accessible formats of this Fact Sheet will be provided upon request. Persons who need an alternative format should contact the State Human Resources Division, Department of Administration, 125 N. Roberts St., PO Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call through the Montana Relay Service at 711.*