## Employee moves between non-temp status and temp status (Please see separate process for Tier 1 or Tier 2 retirees.) Please note- this process applies to employees who begin their temporary status after January 1, 2016

Employee goes from non-temp status to temp status w/less than 180 day break in service

Temp goes to non-temp status w/less than 180 day break in service

Temp separates from State service

Transfer SL to clearing account upon separation

Transfer TS to clearing account for term of temp

Adjust any TS that was advanced from SL up to 40 hours back to SL and transfer to the clearing account

Transfer 40 hrs SL from clearing account

Transfer TS from clearing account

 expiration date for SL would be original expiration date for any remaining SL or 2 years from non-temp separation date

Adjust SL to zero and add 40 hrs to TS

Adjust TS to zero and add hours to SL

Transfer TS accrued as temp to clearing account with 180 day expiration

TS usable immediately
 Accrues add'l TS Each month

Transfer SL from clearing account if applicable

 If employee earned 12 hrs of TS as temp, transfer 12 hrs to clearing account as TS

Check CBA for temp to perm SL rules