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**

- Transfer SL to clearing account upon separation
- Transfer 40 hrs SL from clearing account
- Adjust SL to zero and add 40 hrs to TS
  - TS usable immediately
  - Accrues add'l TS Each month

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

- Transfer TS to clearing account for term of temp
- Transfer TS from clearing account
- Adjust TS to zero and add hours to SL
- Transfer SL from clearing account if applicable
- Check CBA for temp to perm SL rules

**Temp separates from State service**

- Adjust any TS that was advanced from SL up to 40 hours back to SL and transfer to the clearing account
  - expiration date for SL would be original expiration date for any remaining SL or 2 years from non-temp separation date
- Transfer TS accrued as temp to clearing account with 180 day expiration
  - If employee earned 12 hrs of TS as temp, transfer 12 hrs to clearing account as TS

Updated 12/18/15