



Texas A&M University Leave Transfer To Other State Agency

INSTRUCTIONS Our former employee named below has the following sick leave and vacation leave hours that may be available for direct transfer to your state agency. Please review the documentation provided below and contact us at the number below if you have questions about the transfer information.

I. Transferring Employee Information

Former Texas A&M Employee Name	
Hire Date	Termination Date
Vacation Hours Available for Transfer	Sick Leave Hours Available for Transfer
Additional Comments:	

II. Texas A&M Contact Information

Prepared by: (please print): _____	_____ Signature	_____ Date
Texas A&M University Representative		
Phone	Email Address	

FORM INSTRUCTIONS

Texas A&M Representative: Provide this form to your departing employee or, if possible, fax or email as an attachment to the employee's new state agency.

FOR FORMS ASSISTANCE:

Leave Administration
(979) 862-1720
Leave@tamu.edu