



## Texas A&M University Leave Transfer From Other State Agency

Employee Name	Texas A&M Hire Date
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**INSTRUCTIONS** The employee above recently joined Texas A&M University and indicated that s/he was previously employed by your agency. In order to insure available leave balances are transferred accurately, we request that you complete and return this form to us as soon as possible by fax or scanned through email. Please return this information to us at

### I. Texas A&M University Contact Information:

Texas A&M University Representative	Phone
Fax	Email Address

### II. To be completed by the prior state agency or institution:

Termination Date With Your Agency	Did employee receive lump-sum payment for unused vacation hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
Vacation Hours Available for Transfer	Sick Leave Hours Available for Transfer
Additional Comments:	

The above information was prepared by: (please print):	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Signature</span> <span>Date</span> </div>
Phone	Email Address
Agency Name:	

<p><b>SUBMIT FORM TO TEXAS A&amp;M UNIVERSITY</b></p> <p>Contact Information given in Item I</p>	<p><b>FOR FORMS ASSISTANCE:</b>            Leave Administration            (979) 862-1720            Leave@tamu.edu</p>
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