



JHHS/JHU Administrative Transfer Guidelines

Frequently Asked Questions

- **What happens to my vacation time when I transfer?**
 - The organization you are leaving will pay out your unused, accrued vacation time according to its policies. Your time off accrual rate at the new organization will **be based on your total years of service.**
- **Does my sick time transfer?**
 - No, sick time balances are not paid out by JHHS or JHU, and sick time does not transfer. You will begin earning sick time according to the new organization's guidelines.
- **Will there be a break in my benefits?**
 - No, employees who transfer administratively with no break in service remain eligible for uninterrupted health benefits, per the receiving organization's eligibility rules. Coverage is governed by the applicable plan. Employees will have to actively enroll in their new benefits.
- **How will my years of service be calculated?**
 - Your previous service will be recognized for seniority and benefit accrual purposes. Your accrual rate for your vacation time will be based on your total continuous years of service, applied according to the receiving organization's guidelines. Example: If you have eight years of service and transfer to JHHS, you'll accrue time based on a JHHS employee with eight years of seniority.
- **What happens to my retirement plan when I transfer?**
 - Retirement plan handling depends on the direction of the transfer:
 - JHU → JHHS: Years of service from your JHU hire date to your last day at JHU will transfer, according to each of the JHHS entity's plan documents.
 - JHHS → JHU: Years of service count toward eligibility to participate in the JHU 403(b) plan. Employer contribution amounts will follow JHU's age-and-service rules.
 - Note: Plan documents differ between the different organizations within JHHS and those plans always govern if differences exist.



- **Will my pension benefits transfer?**
 - Pension-eligible employees will receive credit for vesting and eligibility service based on their original hire date, as allowed under the receiving organization's plan document. For questions, contact the JHHS or JHU Benefits Service Centers.
- **What happens if I take a break between positions?**
 - Employees who choose a break in service without prior written approval must use available time off to avoid interruption in benefits, except where protected by law.
- **Will my tuition benefits be transferred?**
 - Employee Tuition Assistance: Approved assistance will be paid by the forwarding organization for the current semester only. Future requests must follow the new organization's guidelines.
 - Dependent Tuition: Continuous service at the forwarding organization counts toward service requirements at the receiving organization.
- **Will I need a new background check or physical exam?**
 - Yes, following these guidelines:
 - JHU → JHHS: Drug screening, physical exam, and background check are required.
 - JHHS → JHU: Criminal background check and employment/education/license verification are required, with some positions also requiring a physical exam.
 - Failure to meet requirements may result in the transfer not being accepted.
- **Will my job title and pay stay the same?**
 - Your position will be reviewed and placed within the receiving organization's salary structure. If your current pay is below the minimum of the new grade, it will be increased. If it exceeds the maximum, the policies of the receiving organization will apply.
- **Will I have to attend orientation again?**
 - Yes, administrative transfers must attend New Hire Orientation at the receiving organization to review benefits, policies, and compliance requirements.
- **Does my seniority carry over?**
 - Yes, your most recent hire date (after any break of more than 12 months) is used for seniority calculations at the receiving entity.



- **Will union employees follow the same transfer rules?**
 - These guidelines apply to non–bargaining unit employees. Union-represented employees should consult their collective bargaining agreement and HR representative, as different rules may apply.
- **What happens if I have a Flexible Spending Account (FSA)?**
 - You may claim expenses incurred up to your transfer date, as after that you will not be able to use funds in the previous organization’s FSA. You may then enroll in a new FSA at the new organization for the remainder of the tax year, up to IRS limits.
- **Who is responsible for repaying any outstanding amounts (loans, overpayments, etc.)?**
 - Employees must repay any payments owed to the forwarding organization. Tuition payback is waived when transferring from JHHS to JHU, provided the transfer is accepted into a JHU role.
- **Will exceptions to the guidelines be possible?**
 - Exceptions are reviewed on a case-by-case basis by the appropriate HR leadership at each organization.