

**25 NCAC 01E .1004 LEAVE: EMPLOYEE TRANSFER**

(a) When the transfer of an employee is made to a new duty station 35 miles or more away from the existing residence, the employee becomes eligible for consideration for reimbursement of moving expenses if there is a change in the place of residence. Leave with pay may be granted to the employee for a reasonable amount of time required to locate a new residence and to accomplish the relocation to that residence. The following guidelines shall be used:

- (1) Up to three trips of three days each to locate a new residence.
- (2) Two days to move household and personal goods.

(b) The agency may grant additional days of leave with pay if the distance between the old and new duty station, or other factors beyond the employee's control, require a longer period of time.

*History Note: Authority G.S. 126-4;  
Eff. February 1, 1976;  
Amended Eff. January 1, 2005; December 1, 1988; June 1, 1985; December 1, 1978;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4, 2016.*