

# Continue working for UPS while you pursue your education

Need to move for school? Not a problem! UPS values a skilled workforce, and we'd like to help you achieve your academic and professional goals. We'll look for UPS jobs available near your school and let you know if there's any open positions that match your qualifications.

## What you'll need to do

1. **Meet the minimum requirements.** You'll need to work at UPS for a certain length of time before you're eligible for an educational transfer. See the educational transfer request form for specific details.
2. **Provide proof of your college enrollment and class schedule.** Make sure you have these before you submit your request.
3. **Fill out and submit the transfer request form.** Click on the transfer request below to access the request form. To process your request, you'll need to [submit a question](#) through the myHR Support Center (Category: *Career Events*, Sub-Category: *Job Changes*) including the transfer request form approved by your manager and local Labor Manager.

Educational Transfer Request Form

**Please note:** The request form is only accessible by union employees; however, non-union employees can visit the Hardship Transfer request article for additional information.

## Common questions

### Will UPS cover my moving costs if I move for school?

No, you are responsible for all moving costs.

### Once my request is approved, what are the next steps?

The district HRBP for your current location will begin searching for an opening in your desired destination district. However, you should continue to work in your current job assignment/location until given a start date by the destination district HRBP. If there are no current open positions, your transfer will remain valid for up to six months.

**UPS/IBT National Master Agreement  
Educational Transfer Request – Part-Time Union Employees**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Current Region/District/Facility/Sort: \_\_\_\_\_

Destination Location (City/State): \_\_\_\_\_

\*If you are transferring to a UPS airport facility, please be aware that some locations may have additional screening requirements that must be completed prior to your first day.

Current School (if applicable): \_\_\_\_\_

Name and Address of School to be Attended: \_\_\_\_\_

Class Schedule: \_\_\_\_\_

First Available Transfer Date: \_\_\_\_\_ School Start Date: \_\_\_\_\_

**THIS REQUEST FORM MUST BE COMPLETED, PROOF OF ENROLLMENT ATTACHED, AND ALL NECESSARY SIGNATURES MUST BE OBTAINED PRIOR TO BEGINNING THE JOB SEARCH PROCESS.**

Article 22 – Part-Time Employee Transfer

*Part time employees who wish to transfer to another location for educational purposes may submit a written request to the Employer. If approved, the transfer shall be allowed subject to the following conditions:*

- a. *A part time opening exists at the desired location.*
- b. *Employees must have attained seniority and been employed by the Employer for at least one (1) year.*
- c. *Job classification Seniority shall be end-tailed.*
- d. *Company Seniority shall be retained for the purpose of number of weeks of vacation, and the number of holidays in accordance with the applicable Supplement at the new location.*
- e. *Any expense, including moving expenses associated with an approved transfer, shall be the responsibility of the employee.*
- f. *It is the Employee's responsibility to verify all benefits including, but not limited to, medical, dental, vision, retiree's medical coverages and pensions at the requested transfer location.*
- g. *The Employer shall be required to notify the Local Union that has jurisdiction over the requested transfer location that the employee has been transferred to that location.*

**I understand that if my request is approved, the origin district will begin searching for an opening in the destination district. However, I understand that until my transfer/move is approved, I will continue to work in my current job assignment/location until I am contacted by the origin district and given a start date by the destination district.**

**If there is not a current open position, the transfer request will remain valid for a period of six months.**

**Required Signatures:**

Employee: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager Printed Name: \_\_\_\_\_

District Labor Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

District Labor Manager Printed Name: \_\_\_\_\_

Job Search Approved

Request Denied

If denied, reason for denial: