

Sierra College

ADMINISTRATIVE PROCEDURE

AP 7387

Transfer of Sick Leave

Date Adopted:	1/1/1983
Date Revised:	6/9/2015
Date Reviewed:	5/10/2019
References:	Education Code Sections 87779, 88202

This procedure describes the process whereby employees with previous employment in other school districts may request to have earned sick leave transferred.

- An employee upon initial employment completes the Sick Leave Verification request form.
- The Human Resources Office forwards the information to the appropriate agency.
- Upon receipt of the information, the Human Resources Office will notify employee and payroll of the amount of sick leave, if any, to be credited to the employee's records.