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# SICK LEAVE HOURS TRANSFERRING INTO/OUT OF DISTRICT (PSL-P057)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used when new hires have sick leave hours coming from another school district in California or district employees who have separated from the district and are now transferring out their sick leave hours to another district for the Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Personnel Office Assistant
- 2.2 Personnel Technician I

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4.0 DEFINITIONS:

- 4.1 Sick Leave hours—Sick leave hours that a new employee had from a former district; employee can be classified or certificated.
- 4.2 Sick Leave Transfer Form(s) (outside form) and/or Request for Sick Leave Balance (district form)—Document from the former district and/or Sacramento City Unified School District form that contains the sick leave hours and or request to transfer in or out the employee's sick leave hours.
- 4.3 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.4 HRS—Human Resource Services.
- 4.5 POA—Personnel Office Assistant.
- 4.6 PT—Personnel Technician I.

## 5.0 PROCEDURE:

- 5.1 HR receives a request via phone or mail from former employee, new hire employee, former district, new district and/or Sacramento City Unified School District requesting sick leave hours to be transferred either into the Sacramento City Unified School District or out of the Sacramento City Unified School District. (PSL-W023)
- 5.2 Once the sick leave transfer form is received, the POA/PT date stamps and processes the form. (PSL-W023)
- 5.3 The POA/PT inputs the information into the ESCAPE system. (PSL-W023)
- 5.4 The POA/PT makes copies of the sick leave transfer form and distributes to the employee's personnel file, to employee's home address and/or new district that requested the sick leave hours transfer form.
- 5.5 Sick leave transfer forms are processed as they are received in the HRS.

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## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Sick leave transfer form(s). (outside form)
- 6.2 Request for Sick Leave Balance Form. (PSL-F063)

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Sick leave hours form from our district and/or former districts	Binder by POA/PT desk	Scanned into Personnel File	Discard as desired	Access limited to HRS.

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial release
01/19/05	B	Modified
10/08/07	C	Responsibility addition Approval Authority department name change

**\*\*\* End of procedure \*\*\***