

TRANSFER OF SICK LEAVE FOR NEW EMPLOYEES

1. Upon employment, an employee of a community college district or county superintendent of schools may submit a request to the Human Resources Office to transfer accumulated sick leave.
2. To qualify for transference of sick leave an employee must have been employed for a period of one calendar year or more and have not been terminated by the previous employer for cause.
3. Employees must request a transfer of sick leave within one year of separation.
4. Forms for requesting a transfer of sick leave are available from the District and College Human Resources Offices.

Education Code 88202, 87782
United Faculty Agreement, Article 12.7.10