

Verification and Transfer of Sick/Medical Leave

Florence 1 Schools accepts the transfer of unused sick leave from other school districts in South Carolina, subject to the following: 1) Transferable sick leave must not have been taken or paid for in any manner 2) Only sick leave can be transferred. Other types of vacation (holiday, vacation, annual, etc.) cannot be accepted.

In compliance with SECTION 59-1-400. Sick leave for public school employees. Sick leave accumulated in compliance with this section is transferable to any school district in the State or to the State Department of Education by the employee with the earned leave (1990 Act No. 388, Section 1).

EMPLOYEE SECTION	
Employee Name:	_____
Employee SSN (<i>last four</i>):	_____
Employee Phone (<i>with area code</i>):	_____
<i>If you are transferring FROM Florence 1 Schools, please also complete the TRANSFER SECTION below.</i>	
<p>By signing this form, I authorize _____ (previous district/agency) to transfer my unused sick leave.</p>	
_____	_____
Employee Signature	Date

TRANSFER SECTION	
Name of District or State Agency (<i>transferring to</i>):	_____
Address of District or State Agency (<i>transferring to</i>):	_____ _____
Name of Contact Person (<i>if known</i>):	

PREVIOUS EMPLOYER SECTION	
<u>*** TO BE COMPLETED BY PREVIOUS EMPLOYER ONLY ***</u>	
Employer Name:	_____
Employee separation date:	_____
Position held:	_____
Number of unused sick days:	_____
Verified by (Print & Sign):	_____
Title/Position:	_____
Phone:	_____
<p>Please email or fax completed forms to JKelley@fsd1.org or 843-665-2957</p>	