

Richland County School District One  
Human Resource Services

Directions: If you are transferring from another South Carolina School District or State Agency within one year of that service or over another break period (summer, holiday), you may transfer your accrued, unused sick days by filling out this form and returning it to Richland County School District One Human Resources for further processing.

**REQUEST FOR VERIFICATION OF ACCRUED SICK LEAVE**

TO:

\_\_\_\_\_  
Former SC School District/State Agency

\_\_\_\_\_  
Address if known

\_\_\_\_\_  
City/State/Zip Code

RE:

\_\_\_\_\_  
Name of New Richland District One Employee

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Richland District One School/Location Assignment

\_\_\_\_\_  
Signature of Employee Making Request/Date

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Employee: Do Not Fill Out Below the Dotted Line

Sick Leave Days Accrued in former SC District/Agency \_\_\_\_\_

Separation Date from your SC District/Agency \_\_\_\_\_

\_\_\_\_\_  
Authorized District Signature/Date

\_\_\_\_\_  
Title

Return this completed form to: Human Resource Services, Richland School District One, 1616 Richland St., Columbia, SC 29201 or to fax # 803-231-7417.

Note: Section 59-1-400 of the 1976 S.C. Code of Laws, as amended, allows for the transfer of sick leave between state agencies and public school systems within South Carolina. This statute also applies to Midlands Center, Palmetto Unified School District One, Piedmont Regional Center, Coastal Regional Center, Pee Dee Regional Center, Whitten Center and the SC Dept. of Juvenile Justice.