TAMALPAIS UNION HIGH
SCHOOL DISTRICT

Human Resources
P.O. Box 605, Larkspur, CA 94977
(415) 945-3722 / Fax: (415) 945-3609

CLASSIFIED SICK LEAVE TRANSFER REQUEST

EMPLOYEE: Complete Section A and submit to former California public school employer.

Section A

I have been employed by the Tamalpais Union High School District. Please provide the requested information regarding accumulated, unused sick leave.

_____ _____
Name Signature

_____ _____
Social Security Number Date

Section B

TO BE COMPLETED BY PREVIOUS EMPLOYER

Number of **hours** of accumulated, unused sick leave: _____

Dates of employment: _____

The above information is certified as being correct.

_____ _____
Name (Print) Position or Title

_____ _____
Signature Date

_____
Organization Name / Address

_____ _____
E-mail Phone

Please return to: Tamalpais Union High School District – Human Resources

If you have any questions, please contact Leah Noble-Christoff at
Lnoblechristoff@tamdistrict.org or, the HR office line (415) 945-1030

Per California Education Code, sick leave transfer to TUHSD can only be accepted if the transferring California employer is a public school district, community college district or county office of education. Sick Leave transfers will comply with California Education Code (44979, 44980 and 44982), TUHSD collective bargaining agreements, and District Board Policies; provided the employee meets the eligibility requirements stated therein.