STAFFORD COUNTY PUBLIC SCHOOLS

TRANSFER TO SCPS

Payroll and Benefits Department

31 Stafford Avenue
Stafford VA 22554
Phone: (540) 658-6000 Fax: (540) 658-6600

Name of Employee: _____ SSN (Last four digits) _____

Employee's Signature: _____

The person, whose name is provided above, was previously employed by your schools division. In order to properly enter the employee's leave information, please provide the information requested below.

Stafford County Public Schools accepts up to 60 days (450 hours) of sick leave from another Virginia School Division for VRS Legacy employees and up to 50 days (375 hours) of sick leave from another Virginia School Division for VRS Hybrid employees.

Total sick leave DAYS to be transferred: _____

_____
School Division

_____
Address

Information Provided By: _____
Signature

_____
Title

Please forward completed form to:

Stafford County Public Schools
Payroll & Benefits Department
31 Stafford Ave.
Stafford, VA 22554
Payrollandbenefits@staffordschools.net