SICK LEAVE HOURS TRANSFERRING INTO/OUT OF DISTRICT
0 SCOPE: (PSL-W0(PSt

1.1 This work instruction is used to process forms for sick leave hour(s) transfers out of the district and into the district at Sacramento City Unified School District.

2.0 RESPONSIBILITY:

4.0 DEFINITIONS:

4.1 Sick Leave hours—Sick leave hours that a new employee had from a former district; employee can be classified or certificated.

4.2 Sick Leave Transfer Form(s) and/or Request for Sick Leave Balance Form—Document from the former district and/or Sacramento City Unified School District form that contains the sick leave hours and or request to transfer in or out the employee's sick leave hours.

4.3 POA—Personnel Office Assistant.

4.4 ESCAPE—Software progra

5.1 Review sick leave transfer form to determine if employee is currently working for our district:

   5.1.1 Log into the personnel module in Escape and select Access Methods.

   5.1.2 Select Person Locator and select the <Enter> key.

   5.1.3 Type in the employees name and/or social security number and select <F3> and select <Enter> key twice.

   5.1.4 Select the <Alt> key and select Lists.

   5.1.5 Select the Leave Balances and hit the <Enter> key.

   5.1.6 The remaining balance of sick leave is displayed.

5.2 POA verifies that the document submitted has been signed and/or stamped by the former district.

5.3 POA determines the hours to adjust in the leave balance screen by multiplying the days he or she is transferring into our district by the hours he/she works in a day.

5.4 If transferring out, write in the amount of sick leave hours on the designated section of the form (See 5.1.1 to 5.1.6 above.)

5.5 If transferring in, use the Request for Sick Leave Balance form to request the sick leave to be transferred in from the former district and input the amount of sick leave hours designated on the former districts form:

5.5.1 Log into the personnel module in Escape and select Access Methods.

5.5.2 Select Person Locator and select the <Enter> key.

5.5.3 Type in the employees name and/or social security number and select <F3> and select <Enter> key twice.

5.5.4 Select the <Alt> key and select Lists.

5.5.5 Select the Leave Balances and hit the <Enter> key.

5.5.6 Select the <Alt> key and select <File>.

5.5.7 Select <Adjustment>.

5.5.8 Enter the amount of sick leave transferred into the Sacramento City Unified School District

5.6 Copy to district employee's personnel file, employee's home, and for your records.

6.0 ASSOCIATED DOCUMENTS:

6.1 Sick leave transfer form (outside form)

6.2 Request for Sick Leave Balance Form. (PSL-F063)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Request for Sick Leave Balance Form and/or Sick Leave Request form from outside source	Binder by POA desk	Life of employee	BMI	Access limited to POA and/or HRS staff

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/03/04	A	Initial release
10/08/07	B	Approval Authority department name change

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