

### Classified Sick Leave Transfer Guidelines

1. Sick leave transfer days will be available to classified employees who have exhausted their normal accumulation of annual discretionary days.
2. Request can be made for reasons of hardship, extreme misfortune, or a catastrophic event to the staff member. Request for transfer days must be in writing and are to be submitted to the Central Office.
3. The district Payroll Clerk and Superintendent will make final determinations on the granting of transfer of days.
4. Employees may transfer a maximum 3 discretionary days in a school year. The employee transferring day's must have the maximum number of discretionary days accumulated before they can transfer days.
5. Transferring employees must give authorization to the district office to transfer days.
6. Employees requesting days may only use a maximum of 10 days in one period. They then must resubmit for additional days.