



# CALEXICO UNIFIED SCHOOL DISTRICT

901 Andrade Ave. \* Calexico, CA 92231 \* (760) 768-3870 \* FAX (760) 357-1918

## Human Resources Department

### TRANSFER OF ACCUMULATED SICK LEAVE

Mr. / Mrs. / Miss / \_\_\_\_\_

Employee:     \_\_\_ CERTIFICATED (EC 13468.1)  
                  \_\_\_ CLASSIFIED (EC 13655)

\_\_\_\_\_ DAYS OF ACCUMULATED (EARNED BUT UNUSED) LEAVE OF ABSENCE FOR ILLNESS OR INJURY.

\_\_\_\_\_ DATE SERVICE BEGAN IN TRANSFERRING DISTRICT.

\_\_\_\_\_ DATE SUCH SERVICE TERMINATED.

\_\_\_\_\_ TRANSFERRING DISTRICT.

\_\_\_\_\_ ADDRESS

I CERTIFY THE ABOVE STATEMENT OF ACCUMULATED SICK LEAVE TO BE TRUE AND CORRECT.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

PLEASE SEND ONE COPY OF ABOVE INFORMATION WITHIN TEN DAYS TO:

ESTHER P. MARTINEZ, Human Resources Assistant  
CALEXICO UNIFIED SCHOOL DISTRICT  
901 ANDRADE AVENUE  
CALEXICO, CA 92231

*THANK YOU FOR THIS SERVICE.*

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

1. ALL LINES EXCEPT THOSE MARKED (X) MAY BE FILLED IN BY THE EMPLOYEE, WHO SHALL OBTAIN 3 COPIES OF THIS FORM FROM THE NEW DISTRICT AND SEND 2 COPIES TO THE FORMER DISTRICT.

2. DAYS OF ACCUMULATED SICK LEAVE OTHER THAN DAYS REGULARLY EARNED IN THE TRANSFERRING DISTRICT INCLUDE:

\_\_\_\_\_ DAYS TRANSFERRED TO THIS DISTRICT (AFTER 9/17/65 FOR CERTIFICATED, AFTER 9/18/59 FOR CLASSIFIED). IF NONE, USE A DASH.

\_\_\_\_\_ EXTRA DAYS EARNED DURING SUMMER SESSION OR IN ACCORDANCE WITH LOCAL BOARD ESTABLISHED POLICY.

\_\_\_\_\_ IF ACCUMULATED DAYS WERE ON LESS THAN A FULL-DAY BASIS, SHOW THE EQUIVALENT FULL DAYS. EXPLAIN THE COMPUTATION.

3. CERTIFICATED EMPLOYMENT IN THIS DISTRICT HAS BEEN ACCEPTED AFTER EMPLOYMENT OF AT LEAST ONE FULL SCHOOL YEAR OR MORE IN THE TRANSFERRING DISTRICT OR WITHIN THE SCHOOL YEAR FOLLOWING TERMINATION IN THAT DISTRICT. (OR) CLASSIFIED EMPLOYMENT IN THIS DISTRICT HAS BEEN ACCEPTED AFTER EMPLOYMENT FOR ONE CALENDAR YEAR OR MORE IN THE TRANSFERRING DISTRICT AND WITHIN 30 DAYS IF TERMINATION FOR THE SOLE PURPOSE OF ACCEPTING A NEW POSITION.