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SICK LEAVE HOURS TRANSFERRING INTO/OUT OF DISTRICT  
(PSL-W023)  
Sacramento City Unified School District

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- 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:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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:**

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

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