

**SICK LEAVE TRANSFER FORM**  
 Certificated and Classified Employees

1919 Spanos Court  
 Sacramento, CA 95825  
 Phone: 916 568-3070  
 Fax: 916 286-3633  
 www.losrios.edu

To (Former District): \_\_\_\_\_

Address: \_\_\_\_\_

I am currently employed by the Los Rios Community College District. Please complete the "Former District" section below to transfer my accrued sick leave balance to Los Rios.

Employee Name	Social Security Number	Los Rios Employee ID#
Employee Signature	Date	

**To be completed by an authorized Representative of Former District:**

	HOURS	DAYS
Balance (excluding adjunct/overload/summer):	_____	_____
Overload earned <b>prior to</b> 7/1/02:	_____	_____
Overload earned <b>after</b> 7/1/02:	_____	_____
Summer School earned <b>prior to</b> 7/1/02:	_____	_____
Summer School earned <b>after</b> 7/1/02:	_____	_____
Adjunct:	_____	_____
Dates Service with Former District:	_____ -	_____

*Form completed by:*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return this form to the following address:**

Los Rios Community College District  
 Attn: Employee Benefits Department, 1919 Spanos Court, Sacramento, CA 95825  
 For questions, contact the Employee Benefits Department at (916) 568-3070.

*Per the California Education Code, a sick leave transfer to Los Rios can only be accepted if the transferring California employer is a public school district, community college district or county office of education. Sick Leave transfers will comply with California Education Code (87782, 87783 and 88202—see page 2), Los Rios Community College District collective bargaining agreements, and Los Rios Board Policies.*

**CALIFORNIA EDUCATION CODE SECTIONS 87782, 87783 & 88202**

**87782.** (a) An academic employee of a community college district who has been an employee of that district for a period of one school year or more shall have transferred to a second district the total amount of leave of absence for illness or injury to which the employee is entitled under Section 87781.

(b) The board of governors shall adopt rules and regulations prescribing the manner in which the first district shall certify to the second district the total amount of leave of absence for illness or injury to be transferred. No governing board shall adopt any policy or rule, written or unwritten, which requires any employee transferring to its district to waive any part or all of the leave of absence that the employee may be entitled to have transferred in accordance with this section.

**87783.** Any academic employee of a community college district who accepts a position requiring certification qualifications in the office of any county superintendent of schools; or, any certificated employee of any county superintendent of schools who accepts an academic position in a community college district or office of another county superintendent of schools; or, any person employed by the board of governors in a position requiring certification qualifications or an employee of the office of the Chancellor of the California Community Colleges who accepts an academic position in a community college district or a position requiring certification qualifications in the office of any county superintendent of schools; or, any certificated employee of the Commission for Teacher Preparation and Licensing who accepts an academic position in any community college district; shall have transferred with him or her to the second position his or her accumulated leave of absence for illness or injury. The amount of leave to be transferred shall be determined in the same manner as provided in Section 87782. All other provisions of Section 87782 shall also apply to the employees and employers described in this section.

**88202.** Any classified employee of a community college district, school district, or county superintendent of schools who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with a community college district or county superintendent of schools within one year of the termination of his or her former employment, shall have transferred with him or her to the employing community college district or county superintendent of schools the total amount of earned leave of absence for illness or injury to which he or she is entitled under Section 45191 or 88191. This transfer shall be in the same manner as is provided for academic employees.

In any case where an employee was terminated as a result of action initiated by the employer for cause, the transfer may be made if agreed to by the governing board of the community college district or the county superintendent of schools newly employing the employee.

All or any part of the previous service, not separated by a break in service greater than one year as of the last day of paid service, may, if agreed to by the employing entity, be construed to have been served in the employing community college district or county superintendent of schools of employment for seniority purposes, except that the previous service may not be counted, for seniority purposes, when position or personnel reduction is ordered, for any reason, by the board.

No governing board of a community college district shall adopt any policy or rule, written or unwritten, that requires all classified employees, or any individual classification, or group of classifications of employees transferring to its district to waive any part or all benefits which they may be entitled to have transferred in accordance with this section.

This section shall apply to community college districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.