



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Credit for Transferred Sick and Personal Leave from a Local School System, State Schools</i>		
Policy Number:	<i>SS-1002 Descriptor Code-GBRI-1</i>		
Release Date:	<i>09-01-02</i>	Last Revised:	<i>08-27-03</i>

Purpose

To describe the eligibility requirements for transferring sick and personnel leave from a local board of education or from a Regional Education Services Agency (RESA).

Applicability

This policy applies to employees transferring from a local board of education or from a Regional Education Services Agency (RESA) to State Schools/DOE.

Policy

Effective July 1, 1997, an employee transferring from a local board of education or from a RESA for an appointment to an unclassified position with the Department of Education (DOE) State Schools may receive credit for unused sick and personal leave upon compliance with the following provisions outlined in this policy.

General Provisions

1. Transfer of sick and personal leave will be accepted by use of the DOE's *Record of Transferable Sick and Personal Leave* form or by a written verification from the local board of education/RESA. The written verification must include all items requested on the *Record of Transferable Sick and Personal Leave* form. Personal leave from a local board of education/RESA will be credited as annual leave.
2. It is the employee's responsibility to obtain the necessary verification from the local board of education/RESA within the first six months of employment. Upon receipt of verification, the total hours transferred will be recorded in the employee's permanent personnel record and available for use at that time.
3. Any accumulated sick or personal leave credited will be forfeited if the employee has withdrawn from service for 12 or more consecutive months, unless the withdrawal was for educational leave to seek a higher degree or a different field of teacher certification and provided

that the withdrawal from service for this purpose is for no longer than 24 consecutive months. Appropriate documentation is required.

4. An employee shall not receive credit for any leave paid by a local board of education/RESA pursuant to the terms of O.C.G.A. 20-2-853.
5. An employee hired from a local board of education/RESA will be eligible to accrue leave in accordance with the State Personnel Rules in Section 18.200 and 18.300.
6. A Department of Education (DOE) State Schools employee resigning to accept a position with a local board of education/RESA is also eligible to transfer unused sick and personal leave upon written request from a local board of education/RESA.

**Authority and/or
Cross-Reference**

- O.C.G.A. 20-2-853
- State Personnel Board Rule 18 (Sections 18.200 and 18.300)
- DOE *General Leave* Policy (B-1001)
- DOE *Credit for Transferred Sick and Personal Leave from School System* Policy (B-1005)