

Greenville County Schools
Former Employee
Request to Transfer Sick Leave

An employee of a SC State agency or SC school district transferring to a SC State agency or SC school district is permitted to transfer to and retain at the new employer all sick leave earned at the former employer regardless of employment status at the new employer. (S.C. Code Ann. § 8-11-46)

To transfer your unused sick leave to another SC school district or SC State Agency, please provide the Payroll Department with the following:

Employee Name: _____

Social Security Number
(Or District Employee Number): _____

Date of Separation from Greenville County Schools: _____

State Agency/School District Name: _____

Address: _____

Attention: _____

Agency Contact fax number or email address: _____

Email request to: Payroll@greenville.k12.sc.us

Or

Fax request to: 864.355.1192 (attn: **Payroll**)