



Floyd County Public Schools

140 Harris Hart Road NE, Floyd, VA 24091
Phone: (540) 745-9400 Fax: (540) 745-9496
www.floyd.k12.va.us

REQUEST to TRANSFER SICK LEAVE to Floyd County Public Schools (FCPS)

(Return completed form to FCPS' Human Resources Department)

Floyd County Public Schools accepts the transfer of accumulated sick leave from other Virginia public school divisions or agencies with Virginia Retirement System (VRS) covered positions for full-time employees as follows: (1) maximum of 150 days for VRS Plan 1 or 2 members, or (2) maximum of 90 days for VRS Hybrid members. All requests for transfer days must be certified by the employee's previous employer. Please complete and return this form to the Payroll/Benefits Office at 140 Harris Hart Road NE, Floyd, VA 24091. For questions, call (540) 745-9400 for assistance.

SECTION I: TO BE COMPLETED BY EMPLOYEE

Employee _____ SSN # XXX-XX-_____

Address _____

City/State/Zip _____

Phone _____ Email _____

I wish to transfer my unused sick leave from _____
to Floyd County Public Schools. (Name of Virginia school division or VRS agency)

Employee Signature _____ Date _____

SECTION II: TO BE COMPLETED BY PRIOR EMPLOYER

The individual listed above was previously employed with _____
from _____ to _____. The employee is eligible to transfer the following sick
mm/yyyy mm/yyyy
leave balance(s) to a new employer.

Number of Days _____ or Number of Hours _____

Name _____ Title _____

Signature _____ Date _____

FCPS OFFICE USE ONLY: Transfer Authorized by: _____ Date: _____