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**OREGON TRANSFER OF SICK LEAVE**

It is the Administrative procedure of Southwestern Oregon Community College that College employees may transfer accumulated sick leave. Seventy-five (75), eight-hour days of unused accumulated sick leave may be transferred to the College for the purpose of determining retirement benefits or to be used as sick leave, if a person is employed at the College in a position that has sick leave benefits.

Employment must have been with an employer whose employees are covered under the Oregon Public Employees Retirement System.

This procedure will affect employees hired after the date of initial adoption.

Adopted by Board of Education:

Procedure #3.052, 4.014, 5.008 June 23, 1986

Changed to Administrative Procedure January 22, 1996

Reviewed March 11, 2013 (Formerly Admin Procedure 6.3.050)

Reviewed February 5, 2020