



RIVERVIEW CHARTER SCHOOL BOARD POLICY

TITLE: *Transfer of Sick Leave*

POLICY: RCSB-1007

APPROVAL DATE: August 22, 2024

EFFECTIVE DATE: August 22, 2024

I. **Policy Statement**

The policy set forth in this document establishes a pathway to transfer sick leave accrued while employed by a South Carolina state agency to Riverview Charter School, a public district-sponsored charter school of the state of South Carolina.

II. **Definitions**

Sick Leave: time granted to eligible employees to help them through periods of illness.

Break in Service: an interruption of continuous State service, such as when the employee either (1) separates from State service prior to employment by Riverview Charter School or (2) moves from one State agency to Riverview Charter School and is not employed by the school within **15** calendar days following the last day worked.

III. **Policy**

- a. An employee is eligible to transfer accrued sick leave provided there is no break in service.
- b. The transfer must be completed within **60** calendar days of hire and subject to verification of the previous employer.
- c. If an employee moves to a position that requires a different number of hours in a work week, the employee's sick leave balance must be converted to the new average workday. To convert the leave balance, divide the total number of accrued sick leave hours by the number of hours in the new part-time average workday.
- d. The maximum number of days that may be transferred is **90** days.

IV. **Reference**

The South Carolina Department of Administration. [Transferring Sick Leave Balances](#).

Riverview Charter School shall amend and update this policy if necessary to comply with changes in acceptable board practices or state law.