



If you want your sick days transferred to Baldwin County. Please complete this form and mail or fax to your FORMER school system. Days can only transfer within the State of Alabama.

REQUEST TO TRANSFER SICK LEAVE BALANCE

****PLEASE PRINT****

Date of Request _____

_____ Board of Education

ATTN: _____

Address: _____

City: _____ State: _____ Zip: _____

Employee Name: _____

Social Security Number: _____ - _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Last School Year Worked: _____

Last School Worked: _____

Please transfer my remaining Sick Leave balance to:

Baldwin County Board of Education
Attn: Payroll Department
2600 North Hand Ave
Bay Minette, AL 36507
Phone: 251-580-1880 Fax: 251-937-0318

Employee's Signature: _____

****SIGNATURE IS REQUIRED****

Note: The balance transferred should include any sick bank days.