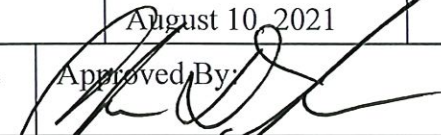
 Town of Swansboro	<b>Personnel Policy</b>		<b>Holidays and Leaves of Absence Transfer of Sick Leave from Previous Employer</b>	
	Number: Article VII; Section 14	Revisions: 1	Effective Date: August 10, 2021	Page of 1 1
	Supersedes: November 20, 2012 April 8, 2016		Approved By: 	

**ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

**Section 14. Transfer of Sick Leave from Previous Employer**

The Town will accept the transfer of sick leave earned in the service of other employers who are participants of the Local or State Employees Retirement System. The sick leave will be treated as though it were earned with the Town of Swansboro. The sick leave amount must be certified by the previous employer.

Use of sick leave transferred from another Local or State Employees Retirement System will be deferred until the employee has completed the probationary period and/or 6 months. Extenuating circumstances may be reviewed/approved by the Town Manager with certain conditions added if approval is granted.