



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
520 5<sup>TH</sup> AVENUE, FAIRBANKS, AK 99701

**Sick Leave Transfer Form**

Per AS 14.14.107, a certificated school district employee who changes employment from one school district to another district, or from a school district to the department, or from the department to a school district, may transfer all of the cumulative sick leave to the new employer. It is the responsibility of the employee to notify the new employer, within 90 days of commencing work, of the number of days to be transferred.

New hires within the Fairbanks North Star Borough School District must send this form to their previous employer to verify their unused sick leave balance if they:

1. are in a position requiring an Alaska certificate,
2. had previous employment with an Alaska Public School District, and
3. have had continuous employment within the Alaska public school system.
  - a. Continuous service is defined as up to the last day of a school term and beginning within 30 days of the start of the next school term. (4 AAC 15.040(a)(2) & 4 AAC 15.900(2).

Name: \_\_\_\_\_

Prior Name \_\_\_\_\_  
(if applicable)

FNSBSD F Number: \_\_\_\_\_

Last 4 of SSN# \_\_\_\_\_

\*\*\*\*\*

**For Previous Employer Use Only:**

Our records indicate that \_\_\_\_\_  
Employee's Name

has an unused sick leave balance of \_\_\_\_\_ full days. Full-time = \_\_\_\_\_ hours per day.

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Certifying Officer

\_\_\_\_\_  
Phone Number

\*\*\*\*\*

**Please submit this form to:**

Payroll  
Fairbanks North Star Borough School District  
520 5<sup>th</sup> Avenue  
Fairbanks, AK 99701  
[payroll@k12northstar.org](mailto:payroll@k12northstar.org)