Revised April 2020

School District 8
Kootenay Lake

VERIFICATION OF ACCUMULATED SICK LEAVE CREDIT Pursuant to Provincial Collective Agreement Article G.1

An employee may port a maximum of sixty (60) days of accumulated sick leave from school districts in BC in which s/he was previously employed in a position covered by the Provincial Collective Agreement between the BCTF and BCPSEA. It is the employee's responsibility to have this form completed by school district(s) in which they were previously employed if a claim is to be made to port sick leave credits.

This form must be received by your previous school district(s) within ninety (90) days of your initial date of hire as TTOC, Term or Continuing teacher, or from the date of exchange with the school district. Exception is if the employee continues to hold 2 continuing part-time appointments simultaneously. Under this circumstance, the 90 days commences on the date of the resignation/termination. A separate form should be sent to each district from which you are seeking to port. Please check the appropriate box below and indicate the number of sick leave credits you wish to port.

☐ I am porting from only one district. I wish to port ____ days of sick leave credit.

or

☐ I am porting from _____ districts. I only wish to port _____ days of sick leave credit.

_____	_____	_____
Employee Name (please print)	Employee Signature	Date Form Received

Previous School District(s) should complete the following:

Date Request for Verification received:

This is to certify that the above identified employee was employed in a position covered by the Provincial Collective Agreement between the BCTF and BCPSEA in a school operated by

School District No. ___ (_____)

This employee held _____ sick leave credit at the time of his/her active employment.
This accumulation has been reduced by _____ days.

_____	_____	_____
Signature of Signing Officer	Name and Title (please print)	Date Form Received

Please forward the completed form directly to the attention of:
Chandra Moon, Executive Assistant of Human Resources
ea.hr@sd8.bc.ca

Teacher Collective Agreement Administration Manual -June 2010 Revision