

TIPTON COUNTY SCHOOLS
1580 Highway 51 South, Covington, TN 38019
Phone: (901) 476-7148; Fax: (901) 476-4870

SICK LEAVE TRANSFER REQUEST FORM

To transfer your unused sick leave to another Tennessee school district, please provide the Payroll Department with the following:

Employee Name: _____

Last 4 digits of SSN: XXX-XX-_____

Date of Separation from Tipton County Schools: _____

Please transfer my accumulated sick leave balance to the following:

School District Name: _____

Address: _____

Attention: _____

School District Contact fax number or email address: _____

Employee Signature

Date

Email request to: ypugh@tipton-county.com
Or
Fax request to: 901-476-4870 (Attn: **Yolanda**)

