



MANAGER'S OFFICE
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MEMORANDUM

To: Senior Leadership Team 
From: Roger L. Stancil, Town Manager
Date: October 29, 2015
Subject: Policy Guidance: Transfer of sick leave

Given the competitive environment we find for excellent candidates for our jobs and my finding that both Carrboro and Orange County transfer sick leave for new employees from other North Carolina jurisdictions, the following policy guidance is effective immediately. It is not retroactive:

- A new employee eligible for earning sick leave with the Town of Chapel Hill may transfer earned, unused Sick Leave from another local government unit in North Carolina or from a North Carolina State agency if the transfer occurs within 12 months of employment with that unit or agency.
- Any Sick Leave transfer requires proper verification of accumulated Sick Leave by the unit or agency which the employee is leaving to the Town's HRD Department. The employee is responsible for obtaining such verification.