



Transfer of Leave from Previous Employer to Hertford County

Directions: Employee will complete Section I. Once complete, submit to Hertford County. Hertford County will submit to previous employer. Previous Employer will complete Section II and submit to Hertford County.

You may transfer a maximum of 40 hours of vacation and 790 hours of sick leave.

Hertford County	115 Justice Drive, Suite 1
	Winton, NC 27986
Contact	Komita Hendricks, HR Specialist
Phone:	(252) 358-7805
Fax:	(252) 358-0198
Email:	komita.hendricks@hertfordcountync.gov

SECTION I	
Employee Name	
Address	
City, State Zip	
Phone Number	
<p><i>I hereby request that Hertford County accept the following hours from my previous employer.</i></p> <p>Annual/Vacation in Hours</p> <p>Sick Leave in Hours</p>	
<p>Please give the contact person from your previous employer that is responsible for transferring your leave balance.</p>	
Contact Name	
Employer Name	
Phone	
Email	
<p>Signature of Employee _____</p> <p>Date _____</p>	

SECTION II	
Employer Name	
Address	
City, State Zip	
<p><i>On behalf of the above employee, I authorize the transfer of the following hours to Hertford County:</i></p> <p>Annual/Vacation in Hours</p> <p>Sick Leave in Hours</p>	
<p>Signature of Authorized Employer Representative _____</p> <p>Date _____</p>	