



To Whom It May Concern:

_____ has been employed by Vision Charter. Our records indicate previous employment in your school district. Will you please send us the amount of unused sick leave accumulated, which the employer is eligible to transfer? This is in accordance with the Idaho State Law, (section 33-1217, Idaho Code) which allows employees working for educational institutions to transfer unused sick leave to their new employers.

Thank you for your cooperation.

Sincerely,

Wendy Oldenkamp

Administrator

_____ has _____ days if transferrable unused sick leave as of _____.

Signature

Title

District

Date