

Sick leave donation to another employee

For purposes of this section sick leave shall be defined pursuant to F.S. 1012.61. Eligibility.—Any member of the instructional staff or any other employee of a district school system employed on a full-time basis in the public schools who is unable to perform his or her duty in the school on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of father, mother, brother, sister, husband, wife, child other close relative, or member of his or her own household, and consequently has to be absent from his or her work.

Any full time District employee may donate sick leave to any other District employee in accordance with the following criteria:

- 1. The recipient must provide written documentation, by the treating physician, of the illness, accident, or injury for which the leave is authorized.**
- 2. The recipient and the donor must have been with the District for a minimum of (1) full year of employment.**
- 3. The donor must have a minimum of 75 hours (equivalent to ten (10) days) of accumulated sick leave remaining after making a donation of sick leave hours.**
- 4. Donors will not be able to donate more than five (5) days of accumulated sick time at a time. If the receiving employee runs out of donated time**

subsequent donations of five (5) days at a time may be made.

- 5. If the donor is a member of the sick bank and finds it necessary to use sick bank days during the school year in which they donated days, the number of days they are eligible to use from the sick bank shall be reduced by the number of days they have donated to other employees.**
- 6. The recipient may not use donated sick leave until all of his or her sick leave has been depleted, excluding sick leave from a sick leave pool, if the recipient participates in a sick leave pool.**
- 7. Sick leave must be donated in full days depending on the length of the work day for the donating employee. Employees may not donate partial days.**
- 8. Donated sick leave shall have no terminal value to the recipient.**
- 9. Donated sick leave from employees shall be used on a first in first out basis until all donated sick leave has been expended or the recipient no longer needs the donated sick leave.**
- 10. Donated sick leave shall be paid out at the rate of the employee receiving the sick pay. Donated days shall be paid out at a day for a day ratio. Donated sick days will be used on a first in, first out basis.**

At the end of the authorized sick leave event any unused sick leave will be returned to the authorizing employee whose donated sick leave has not been used.

- 11. Unused donated sick leave cannot be accumulated or held by the recipient after the authorized event is over.**
- 12. An authorized event is over when the recipient is released by the doctor to return to work, when the event requiring the absence is over, when the recipient terminates his or her employment with the District for any reason or when the recipient is deceased (whichever comes first).**
- 13. Employees wishing to donate sick time to another employee must complete a sick leave donation form and submit it to the Payroll Department.**
- 14. Excluded from this policy are absences from the workplace due to:**
 - Elective and / or cosmetic surgery;**
 - Pregnancy and/or childbirth without medically verified complications.**