

CHAPTER 6.00 - PERSONNEL

6.35

DONATED SICK LEAVE POOL

POLICY:

1. A district employee; may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee.
2. A district employee may transfer a specific number of accumulated sick leave days to any other named employee of the district. These days will be transferred into the Donated Sick Leave Pool to be administered by the payroll department for use only by the specified person to the extent days were donated in their name.
 - (a) An employee cannot request donated sick leave from an authorizing employee unless the recipient employee can establish the need for a minimum of 5 additional days of sick leave.
 - (b) Any recipient of donated sick leave under this section must provide documentation from the treating physician of the illness, accident, or injury for which the leave of absence is requested.
 - (c) In the event that the donated sick leave is not used by the intended recipient within 30 days, any unused donated sick leave shall be returned to the authorizing employee.
 - (d) An authorizing employee must maintain a minimum number of days equal to the number of days he or she annually accrues.
3. These days may not be used 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.
4. Donated sick leave under this provision shall have no terminal value.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.61, F.S.

History:

Adopted: October 9, 2001 Revision Date(s): November 22, 2005; November 20, 2012 Formerly:
