

SICK LEAVE TRANSFER PROGRAM

6.911

- I. Any district employee may authorize the use of their accrued sick leave over a minimum of 40 hours by their spouse, child, parent, or sibling if also a district employee without School Board approval.
- II. Participation in the sick leave transfer plan shall at all times be voluntary on the part of donating employee and receiving employee.
- III. Each individual case must be School Board approved.
- IV. To donate time:
 - A. Employee may donate sick leave time, provided that a minimum of 80 hours of sick leave remain in their account following execution of the transfer.
 - B. The minimum transfer amount for each transaction shall be 7 hours and the maximum transfer shall be 16 hours.
 - C. An employee who transfers sick leave time cannot cancel the donation once the transfer is completed.
 - D. To be eligible to receive time, the employee must meet the following conditions:
 1. The employee or the employee's father, mother, brother, sister, husband, wife, child, or other close relative, or member of his/her own household must have suffered a documented illness, injury, or accident, requiring treatment by a physician, which requires the absence of the employee from the workplace. Transfers may begin the first day the employee has exhausted all leave credits. Donated leave may then be used consecutively, intermittently, or in increments of a half hour as needed.
 2. Must have used all accrued sick, annual, and compensatory time.
 3. Is not eligible for leave due to Workers Compensation and is not eligible for Social Security disability.

4. Must not use more than 1040 hours of transferred sick leave within a consecutive twelve-month period.
 - a. Transferring Hours
 - b. All sick leave donated shall be credited to the receiving employee on a first in, first out basis.
 - c. Upon documented cessation of the qualifying illness, accident or injury, any unused sick leave credits shall be returned to the donating employees whose donated sick leave has not been used under the first-in, first-out method.
 - d. Transferred sick leave credits shall have not terminal value.
- V. At retirement, an employee may transfer their remaining sick leave to another employee in lieu of payment.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.61, F.S.

HISTORY:

ADOPTED: 6/12/2007

**REVISION DATE(S): 7/16/15; 4/13/21
FORMERLY:**