

DUVAL COUNTY FEN Survey - Sick Leave Donation Policy (from District employees other than family) February 2014			
COUNTY	QUESTION 1	QUESTION 2	QUESTION 3
	Has your school district developed/adopted a sick leave donation policy allowing the donation of sick leave by other district employees?	If your reply to # 1 is yes, please share the language or include a link allowing access to the specific details.	If the reply to #1 is yes, has your district experienced any issues/concerns with the implementation of the new policy?
ALACHUA	NO	comments below	NO
BAKER	YES	Language below	NO
BRADFORD	YES	Language below	NO
BREVARD	NO	Language below (family member)	NO
FLAGLER	YES	Language below	NO
GADSDEN	YES	Language below	NO (just ratified)
GILCHRIST	YES	Language below	NO
HERNANDO	YES	Language below/comments	NO
HENDRY	NO	comments below	NO
HIGHLANDS	YES	Language below	NO
JACKSON	YES	Language below	NO
LAKE	YES	Language below	NO
LEE	NO	NO	NO
LIBERTY	NO	NO	NO
MIAMI-DADE	YES	Language/comments below	YES-comments below
NASSAU	NO (TA'd, not yet ratified)	NO	NO
OKECHOBEE	NO	NO	NO
ORANGE	NO	NO	NO
OSCEOLA	NO	NO	NO
PALM BEACH	YES	Language below	NO
PASCO	NO	NO	NO
PINELLAS	NO	NO	NO
PUTNAM	YES	Language below	NO
ST. JOHNS	YES	Language below	NO
ST. LUCIE	YES	Language below	YES-comments below
SEMINOLE	YES	Language below	NO
WAKULLA	NO	NO - comments below	NO
WALTON	YES	Language below	NO

COUNTIES WITH SICK LEAVE DONATION POLICIES	
ALACHUA	<p>We have language allowing for employees to transfer sick leave to relatives also employed by the District:</p> <p>An employee may authorize transfer of accrued sick leave to his/her spouse, child, parent, or sibling, who is also a District employee, provided that the transfer relates to an illness or injury of the person to whom the leave is transferred. The person receiving the transfer may not use the donated sick leave until s/he has exhausted all of his/her accrued leave. Donations may be in amounts of five (5) or more days, or the remainder of the employee's sick leave balance if less than five (5) days, and shall not be covered by terminal leave payouts.</p> <p>This language has been in place for at least 7 years and has not created any problems.</p>

<p>BAKER</p>	<p>Item 3 -Sick Leave</p> <p>Each teacher will be provided sick leave in an amount no less than that provided by Florida Statutes. Such sick leave shall include not less than one (1) sick leave day for each month of employment, with any unused sick leave days cumulative from year to year without limitation. Each teacher will be given four (4) sick leave days on the first day of employment, with one (1) day added each month until the maximum allowable sick leave days have been given for the contractual period.</p> <p>A written doctor's explanation is not required for the first five (5) successive sick leave days.</p> <p>Upon notification of his/her building Principal, a teacher who has been certified by a licensed practitioner as unable to perform his/her duties will be granted leave charged against his/her accumulated sick leave.</p> <p>A teacher who is employed for summer session shall be granted the use of sick leave which was accrued during the regular school year, if that teacher is unable to perform his/her duties in the school because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative or member of the teacher's household.</p> <p>Each teacher employed during summer school shall be credited at the end of the first month of summer school with one (1) additional sick leave day.</p> <p>School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in I.B., must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public request of donated sick leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.</p>
<p>BRADFORD</p>	<p>ARTICLE XV: PAID LEAVES</p> <p>A. Four (4) days of sick leave shall be credited to each teacher on the first day of employment and one (1) at the end of each month accumulative to the number of months under contract. Credit shall accrue at a maximum rate of ten days (10) for ten (10) months, eleven (11) days for eleven (11) months and twelve (12) days for twelve (12) months. In no case shall accrued credit exceed twelve (12) days per year. Teachers shall, in the beginning of the school year, receive notification of their accumulated sick leave. There shall be no limit on the number of days of sick leave a teacher may accrue, except that at least one-half (1/2) of this cumulative leave must be established within the district granting such leave.</p> <p>B. Annual and accumulated sick leave days may be used for personal illness or pregnancy of the teacher, or for death or illness in the teacher's immediate family. Immediate family as used here shall include: father, mother, brother, sister, husband/wife, children, other close relatives; and any other person who is or has been dependent upon the teacher or upon whom the teacher has been dependent.</p> <p>C. A teacher may donate up to fifty percent (50%) of his/her accumulated sick leave, not to exceed twenty-five (25) days, to another district employee as follows:</p> <ol style="list-style-type: none"> 1. The donating teacher must retain at least five (5) sick leave days after the donation has been made. 2. Sick leave deducted from each donor's donated leave shall be in proportion to the actual need. 3. Sick leave in the donor pool that is unused shall be refunded to each donor teacher on a proportionate basis. 4. In order for an employee to be eligible to be a recipient of donated sick leave, the recipient must file with the Finance Department a written request that includes documentation that establishes a minimum need for five (5) days of additional sick leave. Medical documentation from the physician treating the illness or injury for which the leave is being requested must substantiate the seriousness of the illness or injury and support the need for the days requested. Upon receipt of the appropriate documentation and request, the request will be approved. 5. Donated sick leave may not be used by a recipient until all of the recipient's sick leave has been depleted, excluding sick leave from any existing Sick Leave Bank, if the recipient participates in the Sick Leave Bank. <p>C. Allegations of abuse of the sick leave provisions of this agreement may require appropriate justification of such absences to the Superintendent by the teacher. Proven abuse of sick leave provisions may subject the teacher involved to appropriate disciplinary action.</p>

BREVARD	Administrative Procedures	
	3420 - SICK LEAVE TRANSFER	
	Statute	
	F.S. 1012.61 provides that "Each district school system must provide a policy under which 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. In developing the policy, the district school board must provide that the recipient may not use the 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. Donated sick leave under this paragraph shall have no terminal value as provided in 1012.61."	
	Overview	
	During the 2001 legislative session changes were made to F.S. 1012.61 that provided conditions to allow the use of employees' sick leave by their family members who were also District employees. The language provided restrictions regarding the definition of family members, required the receiving employee to deplete all leave prior to using the leave from their family member, and did not allow such transferred leave to be included in any retirement pay.	
	The sick leave transfer procedure provides that:	
	A.	staff may only transfer leave to their spouse, child, parent, or sibling who is also a District employee;
	B.	sick leave may be transferred only if it has been earned ("upfront days or escrowed days" may not be transferred);
	C.	staff must use all available paid sick leave prior to using any leave transferred under this policy;
	D.	requests for the transfer of leave will not be processed retroactively;
	E.	leave will be transferred in no less than blocks of five (5) days;
		For purposes of this procedure, day is defined as the number of regular work hours specified by the transferring employee's contract or assignment.
	F.	leave will be limited to the maximum number of scheduled workdays in a fiscal year for the receiving employee and may be submitted annually;
	G.	transferred leave may only be used for personal illness or the illness of immediate family members as verified by a Florida licensed medical practitioner;
	H.	unused transferred leave will not be returned to the transferring employee except in the event of retirement or death of the receiving employee;
	I.	transferred leave shall not be used for personal leave charged to sick purposes;
	J.	the use of sick leave transfer shall prohibit the participation in the sick leave buy-back program for the year in which the sick leave transfer is used.
	Procedures	
	The purpose of this procedure is to provide information and instructions relative to the transfer of sick leave to a family member.	

	Transfer of Sick Leave to another Employee who is a Family Member	
	An employee may transfer earned and credited sick leave to his/her spouse, sister, brother, parent, or child who is also employed by the District. Sick leave transfer between employees is provided for the purpose of extending paid sick leave time in the event of a personal illness or the illness of an immediate family member (as defined by the statute and verified by a Florida licensed medical practitioner).	
	To transfer leave:	
	A. The employee who is transferring the leave must initiate the process by completing and submitting Form 3420 F1 - Request for Transfer of Family Member Sick Leave.	
	B. Form 3420 F1 - Request for Transfer of Family Member Sick Leave must be completed in all areas. Special attention should be made to the number of hours transferred. Hours must be transferred in no less than blocks of five (5) days.	
	For example: The receiving employee works six (6) hours per day. The transferring employee will transfer thirty (30) hours of sick leave (5 days x 6 hours = 30 hours). The maximum number of sick leave days that may be transferred shall be limited to the number of remaining workdays in the current fiscal year of the receiving employee. Additional leave may be transferred in subsequent fiscal years by making annual transfer requests.	
	C. The employee who is transferring the leave must also submit documentation verified by a Florida licensed medical practitioner. Please contact your school/department secretary for assistance and further explanation/information.	
	Submit properly completed forms to your school/department administrator or designee. Your school/department administrator or designee will process all requests within ten (10) working days of receipt of the completed documents. Credit of transferred sick leave will only be processed prospectively from the date of the receipt of the documents in the Payroll Department. Requests shall not be processed retroactively.	
	The school/department administrators or designees must forward the request for leave transfer to payroll no less than ten (10) days prior to the intended use of the transferred leave. The Payroll Department will complete the appropriate sections of Form 3420 F1 - Request for Transfer of Family Member Sick Leave and properly adjust the sick leave balances for each employee. Copies of the completed forms will be sent to the transferring and receiving employees and the respective school/department administrator or designee.	
		1. Earned and credited sick leave shall be defined as sick leave hours added to the employee's sick leave balance at the end of each payroll period in which the leave is earned. (This excludes the use of "upfront or escrow" days.)

		2. "Upfront or escrow" days are defined as sick leave days credited to employees before they are earned. Typically these days are the days that would normally be earned in February, March, April, and May for instructional staff and March, April, May, and June for support staff. Typically these days are those which are credited annually to the employee's first month of employment as provided in F.S. 1012.61.	
		3. Sick leave will be transferred in no less than blocks of five (5) days. Days will be converted to hours that are proportional to the number of hours the receiving employee works per day. (Example: The receiving employee works six (6) hours. The transferring employee will transfer thirty (30) hours of sick leave (5 days x 6 hours = 30 hours).)	
The administrator or designee of the receiving employee is responsible for ensuring that the leave transferred is used consistent with the provisions/restrictions of Board policy.			
	A. The sick leave will be available for use upon approval of a properly completed request for transfer and depletion of all of the receiving employee's leave.		
	B. Sick leave transfer between employees is provided for the purpose of extending paid sick leave time in the event of a personal illness or the illness of an immediate family member (as defined by Board policy and verified by a Florida licensed medical practitioner). The documentation provided by a Florida licensed medical practitioner is required and will accompany the sick leave transfer request (Form 3420 F1) to document the personal illness or the illness of a family member.		
	C. Transferred sick leave shall only be reinstated to the transferring employee in the event of the death or termination of the receiving employee. Requests for reinstatement of unused sick leave shall be made through the Payroll Department.		
	Appeals Process:		
The Sick Leave Bank Committee, which comprises members of the bargaining and non-bargaining units, shall serve as the final authority for all matters pertaining to the appeals process for sick leave transfer. Decisions and actions of the committee shall not be subject to any grievance procedure. An employee who wishes to request the committee to review its decision may submit such request in writing to the committee within fourteen (14) calendar days following the employee's notification of such decision. Such written request shall set forth the employee's reasons why such decision should be altered. A decision, if reviewed, shall not be reviewed a second time.			
	Approved 11/03		

FLAGLER



Book School Board Policy Manual
Section Chapter 6: HUMAN RESOURCES
Title Use of Sick Leave by Family Members or Employees
Number 641
Status Active
Legal STATUTORY AUTHORITY 1001.41 1001.42 F.S.
 LAWS IMPLEMENTED 1001.43 1012.61 F.S.
Adopted January 20, 2004
Last Revised September 18, 2012

- I. Any district employee may authorize the use of their accrued sick leave as follows:
 - A. Up to five (5) days by his/her spouse, child, parent, or sibling who is also a District employee.
 - B. Up to five (5) days by any other District employee who needs a minimum of five (5) days of sick leave.
- II. Sick Leave donated as provided in I.A. or I.B. cannot be used until all of the individual's sick leave has been depleted, excluding sick leave or any existing Sick Leave Bank, if the recipient participates in a Sick Leave Bank.
- III. An employee who donates sick leave to another employee, other than a family member as specified in I.B. must retain a minimum number of days equal to the number they accrues annually.
- IV. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested.
- V. Any unused sick leave shall be returned to the donor.
- VI. Donated sick leave shall have no terminal pay value.

GADSDEN

A teacher may transfer their earned sick leave to a spouse, child, parent, sibling or any designated person who is also a district employee to use her/his sick leave that has accrued to the authorizing employee, provided that the recipient has depleted all of his or her sick leave. Donated sick leave shall have no terminal pay value to the recipient.

<p>GILCHRIST</p>	<p>6.35/D</p> <p>I. Any district employee may authorize the use of their accrued sick leave as follows:</p> <p>A. As provided by an existing Sick Leave Bank provision,</p> <p>B. By his/her spouse, child, parent, or sibling who is also a District employee,</p> <p>C. By any other District employee.</p> <p>II. Sick leave donated as provided in I.B. or I.C. cannot be used until all of the individual’s sick leave has been depleted, excluding sick leave from any existing Sick Leave Bank, if the recipient participates in a Sick Leave Bank.</p> <p>III. An employee who donates sick leave to another employee, other than a family member as specified in I.B., must retain a minimum number of days equal to the number of days he/she accrues annually.</p> <p>IV. Any recipient of donated sick leave to another employee, other than a family member as specified in I.B., must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested.</p> <p>V. Any unused sick leave shall be returned to the donor.</p> <p>VI. Donated sick leave shall have no terminal pay value.</p>
<p>HENDRY</p>	<p>We have not adopted a sick leave donation policy however our Superintendent has directed me to develop language that would allow us to implement this program. We are looking into the possibility of developing language that would enable us to create a sick leave donation plan and to do away with the current sick leave bank.</p>
<p>HERNANDO</p>	<p>CHAPTER 6.00 – PERSONNEL</p> <p>6.5492</p> <p>SICK LEAVE DONATION POLICY:</p> <p>(1) A district employee may authorize any district employee to use sick leave that has been accrued by the authorizing employee.</p> <p>(2) The recipient must provide documentation to the school district, by the treating physician, of the illness, accident, or injury for which the leave is authorized.</p> <p>(3) There is no minimum number of days that the recipient needs to receive a donation, however, the recipient may not use donated sick time until all of his or her sick leave has been depleted, excluding sick leave from a sick leave pool.</p> <p>(4) The employee who authorizes the donation must maintain a two (2) week balance in his or her own sick leave account.</p> <p>(5) Donated sick leave shall have no terminal pay value.</p> <p>(6) Unused donated hours will be returned to the authorizing employee’s sick leave balance.</p> <p>(7) The Superintendent shall develop procedures for the notification of employees and for the implementation of this policy.</p> <p>FAQs</p> <p>Frequently Asked Questions about SICK LEAVE DONATION</p> <p>1. Who must be sick in order for me to use sick leave?</p> <p>Sick leave may be used for the illness or disability of the employee or the illness or death of an immediate family member. Immediate family is defined as spouse, parent, child, brother, sister, grandparent, grandchild, parent-in-law, son-in-law, or any relative or dependent who resides in the employee’s household.</p> <p>2. Can I use sick leave for the death of a family member as defined above?</p> <p>Yes. In addition, HCTA bargaining unit members may ask for the first three days to be counted as bereavement leave, with subsequent days counted as sick leave.</p>

**HERNANDO
(CONT.)**

3. How do I know how much sick time I have accumulated?

Check each pay stub for the number of hours that have accumulated. Your site timekeeper also has this information.

4. Do I still need to apply for extended leave if other employees are donating their sick time to me? Yes.

5. What documentation do I need to supply in order to receive donated sick time?

The recipient must provide a letter or note from the treating physician of the illness, accident or injury for which the leave is authorized.

6. May I donate to an immediate family member?

District employees may allow his/her family members (spouse, child, parent or sibling) to use the sick leave that has accrued to the employee if the family members are also district employees. The family member can only use the donated sick leave when all of his/her sick leave has been depleted.

7. Do I have to donate full days or can I just donate hours?

There is no minimum number of "days" that have to be donated by an employee but the hours donated have to equal one day. Therefore, if an employee is donating time to someone who regularly works a 7.75 hour day, at least 7.75 hours must be donated. If the employee receiving donated time regularly works a 4 hour day then the donor must donate at least 4 hours. The District is unable to process a partial day. Please make sure that the donation form is filled in correctly by knowing how many hours the employee requesting time regularly works before submitting the paperwork. Any paperwork with an insufficient number of hours to equal 1 paid day will be returned for reprocessing. This may cause the employee, who is requesting the time, to not receive the donation.

8. What forms do I use?

The forms are located at www.hernandoschools.org under HCSB employees, Print Shop Form Downloads, Finance.

To donate to an immediate family member: SO-FIN-041

To donate to an employee: SO-FIN-025

HIGHLANDS

CHAPTER 6.00 – HUMAN RESOURCES

USE OF SICK LEAVE BY FAMILY MEMBERS

OR EMPLOYEES

6.914

(1) A district employee may authorize his or her spouse, child, parent, or sibling ("a family member") who is also a district employee to use sick leave that has accrued to the authorizing employee.

- a) Sick leave donated cannot be used until all of the individual's sick leave has been depleted, excluding sick leave or any existing sick leave bank, if the recipient participates in a sick leave bank.
- b) Donated sick leave shall have no terminal pay value.

(2) A district employee may donate sick leave to any other district employee, other than a family member under the following conditions:

- a) Sick leave donated may be used by the recipient for any circumstance for which sick leave is appropriate. See Board Policy 6.549 for rules regarding use of sick leave.
- b) Recipient must have exhausted all of his/her accrued sick and annual leave (excluding sick leave from a sick leave pool) before using donated leave.
- c) Recipient must provide medical documentation from the treating physician of the illness, accident or injury for which sick leave is otherwise authorized; including the amount of time estimated that the employee will be unable to work.
- d) The minimum number of hours needed by the recipient to participate in the donated sick leave program must be equal to five (5) full work days for the recipient.
- e) All unused transferred sick leave shall be returned to the authorizing employee whose donated sick leave has not yet been used. This will be done on the following basis: All employees choosing to donate leave will be placed in a list in rank order from first to last by date/time of sign up. The employee will choose how many days they will donate and list this amount on the form at the time of donation up to the maximum amount allowed for donation. The days will be taken one per employee through the list from first to last. If more days are needed, then the list will be repeated in order from last until the employee receiving the donation is ready to return to work or the available donated days have been exhausted. Employees may choose to donate more days than originally offered if the receiving employee needs more leave time.

in the following manner: Employees choosing to donate leave will be placed in a list in rank order from first to last by date/time of sign up. The employee will choose how many days they will donate and list this amount on the form at the time of donation up to the maximum amount allowed for donation. The days will be taken one per employee through the list from first to last. If more days are needed, then the list will be repeated in order first to last until the employee receiving the donation is ready to return to work or the available donated days have been exhausted. Employees may choose to donate more days than originally offered if the receiving employee needs more leave time.

©EMCS

Page 1 of 2

HIGHLANDS 6.914

CHAPTER 6.00 – HUMAN RESOURCES

- f) The authorizing employee must retain a minimum number of sick leave days equal to the number of sick leave days he or she accrues annually. Any employee with the required sick leave balance may transfer accumulated sick leave to any other eligible employee by sending a written request (form ***) to the Payroll department designating the recipient of the leave and the number of hours to be transferred. Once the leave has been transferred, it may not be reversed unless not utilized.
- g) Authorizing employees may donate up to five (5) days at a time, with the option to donate multiple times.
- h) The maximum number of days that can be donated to any employee during a rolling 12 month period is 50% of the employee's contracted days.
- i) Excluded from this policy are absences from the workplace due to :
 - 1. elective and/or cosmetic surgery;
 - 2. Pregnancy and/or childbirth without medically verified complications.
- j) Donated sick leave shall have no terminal pay value.
- k) Sick leave will be transferred hour for hour without regard to the rate of pay of the individuals involved.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.61, F.S.

HISTORY: ADOPTED: _____
REVISION DATE(S): 5-20-05; 2-26-13; 6-4-13
FORMERLY:

JACKSON	<p style="text-align: center;"><u>USE OF SICK LEAVE BY OTHER DISTRICT EMPLOYEES 6.916</u></p> <p>(1) <u>A district employee may authorize transfer of his or her accrued sick leave to another Jackson County School District employee.</u></p> <p>(2) <u>The leave may not be transferred until all of the receiving employee's sick leave has been depleted. After the leave transfer, the donor employee's leave balance must not be less than five days.</u></p> <p>(3) <u>The recipient must provide documentation, by the treating physician, of the illness, accident, or injury for which leave is otherwise authorized under subsection (1) of Florida Statute 1012.61.</u></p> <p>(4) <u>Any unused transferred sick leave shall be returned to the authorizing employee whose donated sick leave has not yet been used. Donated sick leave shall have no terminal pay value.</u></p> <p><u>STATUTORY AUTHORITY: 1012.61</u> <u>LAWS IMPLEMENTED:</u> <u>HISTORY: ADOPTED: 1/21/2014</u> <u>REVISION DATE(S):</u> <u>FORMERLY:</u></p>
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LAKE	<p style="text-align: center;">Page 1 of 1 Lake County</p> <p>CHAPTER 6.00 - PERSONNEL 6.914 USE OF SICK LEAVE BY FAMILY MEMBERS POLICY:</p> <p>-1 Any full-time district employee may authorize the use of his or her accrued sick leave as follows:</p> <p>(a) As provided by any existing Sick Leave Bank provision.</p> <p>(b) By his or her spouse, child, parent, or sibling who is also a District employee.</p> <p>-2 The donor must have a balance of at least 10 (ten) days sick leave subsequent to donating sick leave as provided for in (1)(b) above.</p> <p>-3 Sick leave donated as provided in (1)(b) above cannot be used until the recipient depletes his or her own sick leave, excluding any existing Sick Leave Bank participation, if the recipient is a member of the Sick Leave Bank.</p> <p>-4 Donated sick leave may not be accrued and shall have no terminal value.</p> <p>STATUTORY AUTHORITY: 1001.41; 1001.42; 1012.22; 1012.23, F.S. LAWS IMPLEMENTED: 1001.43; 1012.61, F.S. HISTORY: ADOPTED: JUNE 10, 2002</p>
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MIAMI-DADE

1. We have however, we have not bypassed sick leave pool donations, as they are stipulated in the Union contracts. Pursuant to the provisions of Florida Statute 1012.61, the District provides a benefit under which a District employee may authorize the voluntary transfer of sick leave that has been accrued, to another District employee to use. The procedure below was developed within Miami-Dade County Public Schools to facilitate this process.

A form packet created by the Payroll Department must be used to complete the following procedures:

The department administrator must provide a formal written request for approval, in the form of a memorandum, to:

- Chief of Staff, Superintendent's Office
- Chief Operating Officer, School Operations
- Associate Superintendent/Chief Financial Officer Financial Services
- Chief Human Capital Officer, Office of Human Capital Management

The memorandum must include the following information and attachments:

- a. Recipient's Name
- b. Person ID (employee number)
- c. Cost Center Name and Number
- d. Attachments:
 - i. Medical Documentation (provided by a treating physician, of the illness, accident, or injury, for which the leave is otherwise authorized)
 - ii. Transmittal Form (containing Donors' Name, Person ID (employee number) and the Total Number of Days Being Donated by each employee and their Remaining Balance after donation)

Upon approval, the original documents will be forwarded to and maintained by the Payroll Department. The Payroll Department will forward a copy of the approved request to the department administrator.

The donors must complete an "Authorization For The Voluntary Transfer of An Accrued Sick Leave Day To Another District Employee" form.

NOTE: One authorization form must be completed/signed for EACH day donated. In other words, if an employee is donating five (5) days, then he/she must complete/sign five (5) authorization forms.

Question 3: Yes, as the statute indicates, all unused days must be returned to the donor(s), as such it has become a very manual process, where we only transfer the days between employees as needed.

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50
Chapter 3. Personnel
Section 3.50

Policy 3.80 Leave of Absence

4. **Sick Leave Donation to Family Members.**-- The District shall allow an employee to authorize his or her spouse, child, parent, sibling, domestic partner, or domestic partner's child who is also a District employee to use sick leave that has accrued to the authorizing employee. The employee will use form PBSID 1791, which is found on the District's Web site at www.palmbeach.k12.fl.us/Records/FormSearch.asp, and is incorporated herein by reference as part of this Policy.
 - a. The recipient family member may not use the donated sick leave until all of his or her own accrued sick leave has been depleted (excluding leave available from a sick leave pool, if the recipient participates in such leave pool).
 - b. Donated sick leave under this section shall have no terminal value, as provided in § 1012.61(2)(c); however, the remaining received credits may be donated to another family member under this section, or to another employee under section (5) below, or to a sick leave pool if the departing employee is a member thereof under section (6) below.
5. **Transfer of Annual or Sick Leave to Another Employee for Sick Leave.** -- A regular non-bargaining-unit employee may donate unused accrued annual leave or sick leave, in whole-day increments, to another regular non-bargaining-unit employee to use for leave for the recipient employee's serious illness, accident, or physical injury. The employee will use form PBSID 2175, found on the District's Web site at www.palmbeach.k12.fl.us/Records/FormSearch.asp and incorporated herein by reference as part of this Policy.
 - a. A regular employee may donate unused accrued sick leave under this section as long as the donating employee has completed at least six (6) years of service.
 - b. A regular employee may donate unused accrued annual leave under this section as long as the donation would not prevent him or her from taking any minimum required annual leave during that fiscal year.
 - c. Such donations shall be processed using an appropriate District form signed by the donor employee.
 - d. The donated leave shall not be accessible to the recipient until his/her own accrued sick leave and annual leave have been exhausted. Once accessible, the donated leave shall be transferred to the donee on an as-needed basis.
 - e. Donated leave under this section shall have no terminal value to the donee.
 - f. Any donated leave credits not used within twelve (12) weeks after donation shall revert to the donor.
6. **Sick Leave Pool.** -- To allow participating full-time non-bargaining-unit employees to pool accrued sick leave and disburse pooled leave to any participating non-bargaining-unit employee who is in need of sick leave beyond the amount he or she has personally accrued, the Board hereby authorizes the Superintendent to establish a sick leave pool in accordance with the following provisions pursuant to Fla. Stat. § 1012.61(3)(a)-(f):

- a. The pool program shall be based upon the maintenance of reliable and accurate records showing the amount of sick leave which has been accumulated and is unused by employees.
- b. Participation in a sick leave pool shall at all times be voluntary on the part of employees.
- c. A full-time employee shall be eligible for participation in a sick leave pool after one (1) year of employment with the District, provided the employee has accrued at least twelve (12) days of unused sick leave and provided that a sick leave pool is established that allows participation by that particular employee.
- d. Any sick leave pooled shall be removed from the personally-accumulated sick leave balance of the employee donating such leave.
- e. Participating employees shall make equal contributions to the sick leave pool. The initial contribution shall be one (1) day's amount of sick leave. After the initial contribution that the employee makes upon electing to participate, no further contributions shall be required except as may be necessary to replenish the pool. Any further contribution shall be equally required of all employees participating in the pool.
- f. A participating employee is not eligible to use sick leave from the pool until all of his or her personally accrued sick leave has been depleted.
- g. An employee may withdraw up to sixty (60) days of credits from the sick leave pool during any one fiscal year.
- h. A participating employee who uses sick leave from the pool is not required to re-contribute such sick leave to the pool, except as may be required of all pool members on an equal basis as necessary to replenish the pool, as provided in subsection (c) above.
- i. An employee who chooses to no longer participate in the sick leave pool is not eligible to withdraw any sick leave already contributed to the pool.
- j. Any sick leave time drawn from the pool by a participating employee must be used for that employee's personal illness, accident, or injury on an as-needed basis and shall have no terminal value to the employee. The Superintendent/designee is authorized to investigate the use or alleged abuse of sick leave by a participating employee. Upon a finding of misuse or abuse, the employee shall repay all of the sick leave credits drawn from the sick leave pool and be subject to such other disciplinary action as determined by the School Board to be appropriate, up to and including termination.
- k. Sick leave pool will not be paid in conjunction with Workers' Compensation.

**Collective Bargaining Agreement Between the School District of Palm Beach County,
Florida and Palm Beach County Police Benevolent Association – School Police Officers**

18.2 PAID LEAVES

B. Sick Leave

As a pilot program expiring December 31, 2013, the parties agree that the following provisions will govern the Transfer of Sick Leave to Another Officer:

As permitted by FS 1012.61 Section 1, Subsection (2), paragraph (e) a regular full-time Officer may donate unused accrued sick leave, in increments of eight (8) hours to another regular full-time Officer to use as sick leave for either the recipient Officer's serious illness that prevents the Officer from performing his/her work duties/responsibilities or a recipient Officer's serious physical injury that prevents that Officer from performing his/her work duties/responsibilities. Transferred sick leave may not be used as paid personal leave for personal reasons pursuant to Section A above.

To be eligible to receive donated sick leave:

- a. The serious ill or injured Officer must submit documentation to the Chief of Police signed by his/her treating physician that the Officer's serious illness or serious injury prevents the Officer from performing his/her work duties/responsibilities. Such documentation must include an approximate date when the Officer will be able to return to work and resume all of his/her work duties/responsibilities.
- b. Upon receipt of a request from the Chief of Police or his/her designee for updated documentation, including a revised date on which the Officer will be able to return to work, the Officer is required and will promptly see that all necessary steps are taken to obtain such required updated documentation, along with the revised return to duty date, and that such documentation is signed by the treating physician and promptly submitted to the Chief of Police or his/her designee.
- c. The prospective recipient Officer must have had a minimum of eight (8) earned, accumulated and unused sick leave hours at the time of illness or injury.

The following provisions will govern the transfer of sick leave days:

- a. The Officer donating his/her earned and unused sick leave will use form PSD 2175 found on the District's website.
- b. A regular full-time Officer with an accumulation of at least forty-eight (48) hours of earned and unused sick leave may donate sick leave hours pursuant to this provision to any eligible full-time Officer regardless of that Officer's tenure with the School Police Department.

PALM BEACH

c. A donating Officer may not donate sick leave hours in a number that would lower his/her own accumulation of earned sick leave to below forty (40) hours.

d. Such donated sick leave shall be processed using the above mentioned District form that is completed, signed, notarized and timely submitted by the donor Officer.

The donated sick leave shall not be accessible or transferred to the recipient Officer until his/her own sick leave is exhausted. Once the recipient's own sick leave is exhausted, the donors' leave shall be transferred to the recipient. Donated sick leave hours are to be used on a go forward basis and are not applied retroactively to the recipient's accrual. Once transferred, such donated leave is no longer a part of the donor's accrued sick leave and it may never be returned to the donor except as provided in g. below.

c. Donated sick leave shall have no terminal value to the recipient, but may have terminal value to the donor if any such sick leave hours are returned to the donor's accumulation, but only as provided in g. below.

f. If sick leave is donated, but not yet transferred to the intended recipient and it is determined the recipient either does not meet the eligibility requirements to receive such donations as set forth in this Section or is no longer in need of such donated sick leave, such sick leave will not be transferred and will remain a part of the donor's sick leave accumulation. In such instances, any completed, signed, notarized and submitted forms PBSO 2175 will be deemed void and be of no further use. In the event sick leave hours have been transferred to the recipient, but it is determined the recipient is no longer eligible to use donated sick leave hours, the number of donated, but unused sick leave hours will be transferred from the recipient's accumulation and returned to the respective donors in as equitable manner as possible as determined by the District. If a donor is no longer an employee of the School District, any sick leave hours that would have been returned to such donor(s) are waived/eliminated and may not be used for any purpose whatsoever by the donor, by the recipient, by anyone else, by the District or by PBA.

PUTNAM We have adopted a policy regarding the donation of sick leave. The donation as it stands right now is that any employee may donate leave to any other employee only after the receiving employee has exhausted all their leave. The receiving employee can receive a maximum of 10 donated days per year. This was part of our negotiation package this year.

language: a. A district employee may authorize his/her sick leave to be used by any district employee. The recipient may not use the donated leave until all of his/her sick leave has been depleted excluding leave from the sick leave bank. The number of donated days a recipient may receive will be capped at (10) days per year except in the case of a catastrophic illness or unless the leave is being donated to a spouse, child, parent, or sibling.

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18.2 PAID LEAVES (cont'd)

B. Sick Leave (cont'd)

To be eligible to receive donated sick leave:

- a. The serious ill or injured Officer must submit documentation to the Chief of Police signed by his/her treating physician that the Officer's serious illness or serious injury prevents the Officer from performing his/her work duties/responsibilities. Such documentation must include an approximate date when the Officer will be able to return to work and resume all of his/her work duties/responsibilities.
- b. Upon receipt of a request from the Chief of Police or his/her designee for updated documentation, including a revised date on which the Officer will be able to return to work, the Officer is required and will promptly see that all necessary steps are taken to obtain such required updated documentation, along with the revised return to duty date, and that such documentation is signed by the treating physician and promptly submitted to the Chief of Police or his/her designee.
- c. The prospective recipient Officer must have had a minimum of eight (8) earned, accumulated and unused sick leave hours at the time of illness or injury.

The following provisions will govern the transfer of sick leave days:

- a. The Officer donating his/her earned and unused sick leave will use form PBSO 2175 found on the District's website.
- b. A regular full-time Officer with an accumulation of at least forty-eight (48) hours of earned and unused sick leave may donate sick leave hours pursuant to this provision to any eligible full-time Officer regardless of that Officer's tenure with the School Police Department.
- c. A donating Officer may not donate sick leave hours in a number that would lower his/her own accumulation of earned sick leave to below forty (40) hours.
- d. Such donated sick leave shall be processed using the above-mentioned District form that is completed, signed, notarized and timely submitted by the donor Officer.

The donated sick leave shall not be accessible or transferred to the recipient Officer until his/her own sick leave is exhausted. Once the recipient's own sick leave is exhausted, the donors' leave shall be transferred to the recipient. Donated sick leave hours are to be used on a go forward basis and are not applied retroactively to the recipient's accrual. Once transferred, such donated leave is no longer a part of the donor's accrued sick leave and it may never be returned to the donor except as provided in g. below.

18.2 PAID LEAVES (cont'd)

B. Sick Leave (cont'd)

- e. Donated sick leave shall have no terminal value to the recipient, but may have terminal value to the donor if any such sick leave hours are returned to the donor's accumulation, but only as provided in g, below.
- f. If sick leave is donated, but not yet transferred to the intended recipient and it is determined the recipient either does not meet the eligibility requirements to receive such donations as set forth in this Section or is no longer in need of such donated sick leave, such sick leave will not be transferred and will remain a part of the donor's sick leave accumulation. In such instances, any completed, signed, notarized and submitted forms PBSD 2175 will be deemed void and be of no further use. In the event sick leave hours have been transferred to the recipient, but it is determined the recipient is no longer eligible to use donated sick leave hours, the number of donated, but unused sick leave hours will be transferred from the recipient's accumulation and returned to the respective donors in as equitable manner as possible as determined by the District. If a donor is no longer an employee of the School District, any sick leave hours that would have been returned to such donor(s) are waived/eliminated and may not be used for any purpose whatsoever by the donor, by the recipient, by anyone else, by the District or by PBA.

C. Catastrophic Illness or Injury Leave

- 1. A catastrophic illness or injury shall be defined as a medical condition not covered by Worker's Compensation requiring absence from work greater than fifty (50) working days of consecutive absence for a single illness or injury.
- 2. An employee who sustains a catastrophic illness or injury may apply for and receive, for use on a matching basis, supplementary catastrophic illness or injury leave not to exceed the number of regular, unused sick leave days that the employee had accumulated on the first day of the regular sick leave applied to the catastrophic illness or injury.
- 3. Two (2) medical verifications of such catastrophic illness or injury shall be required. Employees shall fully cooperate with the Board and shall authorize the release of any medical records necessary. The Board shall satisfy itself that any claim for catastrophic illness or injury leave is legitimate and correctly states the facts. The Board may at its expense require an independent medical examination.
- 4. The School District's granting of matching leave days shall begin on the fifty-first (51) scheduled work day of catastrophic illness or injury.

<p>ST. LUCIE</p>	<p>BOARD POLICY: (4) Use by other Designated District Employee – A district employee may authorize another employee not a family member to use sick leave that has accrued to the authorizing employee.</p> <p>(a) Each such authorization shall be on a form provided by the Superintendent or designee, and shall indicate the authorizing employee, recipient, and number of days authorized for use, this provision shall not apply to paid or unpaid leave available in accordance with any sick leave pool established by collective bargaining agreement, nor to any other form of leave.</p> <p>(b) The recipient shall provide documentation, by the treating physician, of the illness, accident, or injury for which the leave is authorized under Section 1012.61(1), Florida Statutes.</p> <p>(c) The recipient must be a full time employee of the Board in order to receive donated sick leave under this paragraph 4. The recipient must have exhausted all of his or her accumulated sick and annual (vacation) leave to be eligible to use sick leave accrued by the donor.</p> <p>(d) Any unused transferred sick leave donated under this paragraph 4 must be returned to the authorizing employee whose donated sick leave has not been used during the requiring absence.</p> <p>(e) An authorizing employee under this paragraph 4 shall retain at least five (5) days of sick leave when donating sick leave to another employee.</p> <p>TEACHER CONTRACT: Sick Leave Donation (Ratified 9/14/12) Members of the bargaining unit are authorized to donate accrued sick leave to any person who is also a district school board employee. The recipient may not use the donated sick leave until all of his/her sick and annual leave has been depleted. The donated sick leave has no terminal pay value for the recipient. This provision shall not apply to paid or unpaid leave available in accordance with any sick leave pool, nor to any other form of leave.</p> <p>QUESTION 3 RESPONSE: Yes. We are finding that folks are playing the system so to speak. We are experiencing grievances when we deny the donations.</p>
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SEMINOLE

6. Any teacher based employee covered by this contract may donate accrued, earned sick leave to the employee's spouse (person to whom the donor employee is legally married at the time of the donation), child (natural or adopted, but not step-child), parent (mother or father of the donor employee), or sibling (brother or sister, but not step-brother or step-sister), who is also a regular part-time or full-time employee of the school district (not a temporary employee, substitute, or OPS) at the time of the donation. The transfer of sick leave is subject to the following limitations and conditions:

(a) the receiving employee must have exhausted all sick leave, excluding any sick leave received from the sick leave bank;

(b) donated sick leave shall be used for illness only and must be supported by medical verification from a physician upon request of the Executive Director of Human Resources;

(c) donated sick leave may not be used for personal leave;

(d) unused donated sick leave shall revert to the donor employee upon the receiving employee's return to work;

(e) donated sick leave shall have no terminal leave value for the receiving employee;

(f) leave may be donated in increments of not more than 10 days, unless the Executive Director for Human Resources or designee approves a greater increment not to exceed the maximum number of scheduled workdays (or workdays remaining) in a fiscal year for the receiving employee;

(g) the donation of sick leave must be requested and received by the Payroll Department (no later than the end of district pay period following the pay period in which the receiving employee's absence occurred).

Resources or designee approves a greater increment not to exceed the maximum number of scheduled workdays (or workdays remaining) in a fiscal year for the receiving employee:

(g) the donation of sick leave must be requested and received by the Payroll Department (no later than the end of district pay period following the pay period in which the receiving employee's absence occurred).

61

Note: Language the same in all Seminole County CBAs

WAKULLA	Any district employee may authorize the use of their accrued sick leave by their spouse, child, parent or sibling if also a district employee. Any district employee may authorize the use of their accrued sick leave by their spouse, child, parent or sibling if also a district employee. (2) Sick Leave donated as provided in (1) cannot be used until all of the individual's sick leave has been depleted, excluding sick leave in any existing Sick Leave Bank, if the recipient participates in a Sick Leave Bank. Sick leave can only be donated in the amount needed to cover any unpaid, approved sick leave for the payroll period in which the individual's sick leave was depleted. (3) Donated sick leave shall have no terminal pay value.
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WALTON	CHAPTER 6.00 – HUMAN RESOURCES ©EMCS Page 1 of 1 WALTON 6.914* USE OF SICK LEAVE BY FAMILY MEMBERS 6.914* I. Any District employee may authorize the use of his/her accrued sick leave by his/her spouse, child, parent, or sibling who is also a District employee. II. Donated sick leave cannot be used until all of the individual's sick leave has been depleted. III. Donated sick leave shall have no terminal pay value. STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.22, 1012.23, F.S. LAW(S) IMPLEMENTED: 1001.43, 1012.61, F.S.
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