

## CHAPTER 6.00 – HUMAN RESOURCES

### USE OF SICK LEAVE BY FAMILY MEMBERS

6.915

- I. Any District employee may authorize the use of his/her accrued sick leave as follows:
  - A. As provided by any existing Sick Leave Bank provision.
  - B. By transfer of sick leave days to his/her spouse, child, parent, grandparent, parent-in-law, sister or brother-in-law, or other close relative, or member of his/her household who is also a district employee, with said days not to exceed the number of work days in the current fiscal year of the receiving employee.
- II. Sick leave donated as provided in I. B. 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.
- III. The recipient must provide documentation by the treating physician of the illness, accident, or injury for which leave is authorized.
- IV. A recipient must receive a minimum of one day.
- V. Any unused transferred sick leave days shall be returned to the authorizing employee.
- VI. The authorizing employee must retain three sick leave days after the donation.
- VII. 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 Bank, if the recipient participates in a Sick Leave Bank.
- VIII. 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.

**HISTORY:**

**ADOPTED: 05/22/02**  
**REVISION DATE(S): 12/10/18**  
**FORMERLY:**

**NOTES:**