

## **CHAPTER 6.00 - SCHOOL ADMINISTRATION**

### **6.20\* - Sick Leave**

#### **POLICY:**

- (1) Any member of the instructional staff employed on a full-time basis shall be entitled to 4 days of sick leave as of the first day of employment of each contract year and shall thereafter earn one day of sick leave for each month of employment, which shall be credited to the instructional employee at the end of that month and which shall not be used prior to the time it is earned and credited to the member. All other employees shall be credited with four (4) of their work days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for one day of sick leave for each month of employment, which shall be credited to the employee at the end of the month and which shall not be used prior to the time it is earned and credited to the employee. No employee may earn more than one (1) day of sick leave for each month of employment. Sick leave shall be cumulative from year to year without limit as to the number of hours that may be accrued except that at least one-half of the cumulative leave must be established within the district granting the leave. Such leave shall be taken only when the employee is unable to perform his/her duty because of personal illness or illness or death of father, mother, brother, sister, husband, wife, child or other close relative or member of his/her household. (1012.61 (1), (2) (a) 1)
- (2) Sick leave pay for bus drivers shall be based on the total hours necessary to make a normal daily run or runs in the operation of the bus route.
- (3) Any claim for sick leave shall be filed with the Superintendent within five (5) working days after the employee returns to duty. (1012.61 (2) (b))

The claim shall be in writing or electronically and shall set forth the hour(s) absent and that such absence was allowable under the provisions of Section 1012.61, Florida Statutes. The claim shall be duly signed by the claimant certifying that the facts are true and correct and that the claim is valid and legal.
- (4) A false claim for sick leave shall be deemed cause for termination. Where there is doubt as to the validity of a sick leave claim, the Superintendent shall require the claimant to file a written certification of illness from a licensed physician or other supporting evidence where personal illness is not involved. (6A-1.077; 1.079)
- (5) Any employee who has used all accrued sick leave but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation.

## **CHAPTER 6.00 - SCHOOL ADMINISTRATION**

An application for sick leave due to extended illness shall have attached to it a statement from a practicing physician certifying that such leave is essential and indicating the probable duration of the illness and the needed leave.

- (6) Educational personnel shall be entitled to transfer sick leave credit from other Florida school districts and from the Department of Health and Rehabilitative Services with the restrictions that at least one-half of the valid accrued leave shall be established in the Levy County School District. The provisions of the rule shall also apply to principals and supervisors.
- (7) When an employee interrupts service and subsequently returns to duty in the district without having transferred or used his/her accrued sick leave, credit for all unused sick leave shall be immediately validated.

Where an employee retires and receives terminal pay benefits based on unused sick leave, all sick leave credit shall become invalid.

Employees that choose to participate in the Florida Retirement System DROP Program may elect to receive payment for accrued sick leave during their DROP election period prorated as follows:

Year 1	20% of balance of terminal sick leave
Year 2	25% of balance of terminal sick leave
Year 3	33% of balance of terminal sick leave
Year 4	50% of balance of terminal sick leave
Year 5	100% of balance of terminal sick leave

In the event a DROP participant is approved by the District to extend DROP for a period of up to three years as allowed by statute, terminal sick leave will be paid as follows:

Year 5	of the original DROP period will be paid 100% for any days over 20
Year 6	balance of days over 20
Year 7	balance of days over 20
Year 8	100% of balance of terminal sick leave

No distribution may be made if the employee's balance of sick leave drops below twenty (20) days.

In the event that an employee terminates employment prior to their elected DROP date, payment shall be for 100% of the balance of terminal sick leave at the time of termination.

## **CHAPTER 6.00 - SCHOOL ADMINISTRATION**

- (8) The appropriate leave form(s) must be completed and turned in prior to taking the leave, except for emergency reasons recognized by the Board. In the case of an extended illness/disability (6 or more days) a doctor's note must accompany the leave request.
- (9) Sick Leave Use by Family Members or Employees
  - (a) Any District employee may authorize the use of his/her accrued sick leave as follows:
    - 1. As provided by existing Sick Leave Bank provision.
    - 2. A day is defined as the number of hours in the recipients scheduled work day.
    - 3. In daily increments equal to the recipients daily hours to any other District employee who needs a minimum 5 days of sick leave.
  - (b) An employee who donates sick leave to another employee must retain a minimum number of hours equal to the number of hours of sick leave he/she accrues annually.
  - (c) The transfer of donated sick leave will occur when all of the recipient's sick leave and vacation leave has been depleted, excluding sick leave from a sick leave bank, if the recipient participates in the sick leave bank.
  - (d) Eligible sick leave shall be granted to an employee who is unable to perform his/her duty in the district due to:
    - 1. Personal sickness,
    - 2. Accident disability,
    - 3. Extended personal illness, or
    - 4. Illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household.
  - (e) 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.

## ***CHAPTER 6.00 - SCHOOL ADMINISTRATION***

(f) The provisions of this policy are as follows:

1. Days shall be paid at the rate of pay of the receiving Employee.
2. Any unused sick leave shall be returned to the donor.
3. Donated days will be used in the order that they were given. Days will not be deducted from the sick leave donor until they are needed for payroll.
4. Transfer of leave will only be approved for hours missed during current payroll period and the payroll period immediately preceding the current payroll period.

STATUTORY AUTHORITY: 1001.41, 1001.42 F.S.

LAWS IMPLEMENTED: 1001.43, 1012.66, 1012.61, 1012.63 F.S.

HISTORY:

Adopted:	06/17/97
Revision Date(s):	11/17/98, 10/19/99, 10/16/01, 12/03/02, 02/08/05, 12/19/06, 08/07/07, 10/20/09, 08/21/12, 08/20/13, 07/22/14

Formerly: