



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
COMPASSIONATE SICK LEAVE DONATION PROGRAM
 (Recipient Request Form / Donation Application)

School Board Policy provides for an Osceola County School District employee to request donation of sick leave from another employee provided that they will be absent for a qualifying reason (cannot be used for personal leave charged to sick leave), and they have used all of their paid sick and/or vacation leave.

To request sick leave donation, complete this form and submit it along with the ***Certification of Health Care Provider (Physician's Statement)*** to Human Resources.

Date: _____

Employee Name: _____ District ID: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

Facility Name: _____ Position Title: _____

Five (5) criteria for eligibility:

- 1) Must have one or more years of *continuous* service in the District.
- 2) Must have exhausted all accrued and credited paid leave, including vacation.
- 3) Must complete and submit all required forms and supporting documentation to Human Resources.
- 4) Must have a documented *major* medical emergency, illness, accident or injury (or a spouse or legally dependent child with same), or a life altering event of a member of your immediate family, or for someone residing within your household for whom you are the primary caregiver.
- 5) Must **not** have received formal discipline for attendance in the previous twelve (12) months.

Please check the following basic eligibility criteria:

- | Yes | No | |
|-------|-------|--|
| _____ | _____ | 1) I have one or more years of <i>continuous</i> service in the District. |
| _____ | _____ | 2) I have exhausted all accrued and credited paid leave, including vacation. |
| _____ | _____ | 3) I have attached a completed <i>Certification of Health Care Provider (Physician's Statement)</i> . |
| _____ | _____ | 4) I have a documented <i>major</i> medical emergency, illness, accident or injury (or a spouse or legally dependent child with same), or a life altering event of a member of my immediate family, or for someone residing within my household for whom I am the primary caregiver. |
| _____ | _____ | 5) I have not received formal discipline for my attendance in the previous twelve (12) months. |

NOTE: Additional information may be required to process your request.

Anticipated start date of Compassionate Sick Leave: _____ Anticipated End date: _____

Employee's Signature _____ Date _____

CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE DONATION

6.913*

- I. Any District employee may authorize the use of the employee's accrued sick leave as follows:
 - A. As provided by any existing provision in negotiated contracts;
 - B. By the spouse, child, parent, or sibling who is also a District employee; or
 - C. As provided within the Compassionate Sick Leave Program.
- II. Sick leave donated as provided in I.B. or I.C. cannot be used until all of the receiving individual's sick leave has been depleted, excluding any Sick Leave Bank entitlement.
- III. Donor employees of sick leave donated as provided in I.B. or I.C. shall retain a minimum of ten (10) days of available sick leave after the sick leave donation is deducted.
- IV. Donated sick leave shall have no terminal pay value.
- V. **Compassionate Sick Leave Program**
 - A. The Compassionate Sick Leave Program is established as a mechanism for accepting from qualified employees the voluntary donation of accrued sick leave.
 - B. Compassionate sick leave may be used by eligible employees who have exhausted all types of accrued leave and need sick leave due to a catastrophic, serious health condition, or life-altering event of a member of the employee's immediate family or for someone residing within the employee's household for whom the employee is the primary caregiver.
 - C. Exclusions shall include, but are not limited to, normal pregnancy, any injury covered by workers' compensation, or mental health conditions, chemical dependency, alcoholism, or related chronic conditions.
 - D. The following criteria shall govern the creation, maintenance, and use of the Compassionate Sick Leave Program:
 1. The recipient employee must have been a regular employee of the School District for at least one (1) full year preceding the current fiscal year and must have exhausted all types of available leave prior to receiving donated sick leave.

CHAPTER 6.00 – HUMAN RESOURCES

2. The donor employee must be eligible to donate creditable time they have earned as long as the donor employee retains a minimum of ten (10) days of available sick leave after the sick leave donation is deducted.
3. The sick leave shall be donated to the specific recipient employee at the time the donation takes place.
4. Donations shall be applied on a first received from the donor employee, first transferred to the recipient employee basis.
5. The donor employee shall complete a donation form for the Compassionate Sick Leave Program which shall include, but not be limited to, the following items:
 - The donor employee's name;
 - The donor employee's employee identification number;
 - The specified number of sick leave days that the donor employee seeks to donate to the recipient employee; and
 - The recipient employee's name to whom the donor employee seeks to donate sick leave days.
6. The recipient employee shall complete an application for the Compassionate Sick Leave Program which shall include, but not be limited to, the following items:
 - The recipient employee's name;
 - The recipient employee's employee identification number;
 - The beginning and ending dates of the compassionate sick leave days that the recipient employee requests;
 - The last day of the recipient employee's available paid leave;
 - An explanation regarding the circumstances surrounding the reason for the recipient employee's request for compassionate sick leave; and
 - A physician's statement providing documentation of the injury, illness, or accident; or other appropriate documentation for which compassionate sick leave is requested.

CHAPTER 6.00 – HUMAN RESOURCES

7. In no event shall any compassionate sick leave days approved under this policy exceed a total of forty (40) sick leave days for the recipient employee.
8. Any unused transferred compassionate sick leave shall be returned to the donor employee on a last in, first out basis.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.61, F.S.

HISTORY:

**ADOPTED: 12/06/05
REVISED: 12/15/20
FORMERLY: NEW**