

CHAPTER 6.00 – HUMAN RESOURCES

SICK LEAVE DONATION PROGRAM

6.916+

- (1) WCSD employees can donate sick leave days to and receive sick leave days from employees within the District according to the procedures outlined in the Sick Leave Program guidelines.
- (2) Requests to donate sick leave days to another employee are strictly voluntary. Employees must not coerce or pressure another employee to donate sick leave days. Donors do not receive compensation or favors in return for the sick leave donation. The receiving employee is not in debt to the donor in any way. Employee(s) in violation of this policy are subject to disciplinary action.
- (3) Donated sick leave days are for absences from the work place for a minimum of ten (10) consecutive days for a documented illness.
- (4) The Director of Administrative Services shall investigate alleged abuse of the sick leave donation plan. If abuse is found, the participating employee(s) are not allowed to donate or receive sick leave days and the employee(s) may be subject to disciplinary action.
- (5) Once an employee's donation has been credited to another employee, it cannot be cancelled.
- (6) An employee who separates from employment with WCSD with unused donated days is not paid for the unused days. Unused days are credited back to the donating employee.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.61, F.S.

HISTORY:

ADOPTED: 12/09/2013
REVISION DATE(S):
FORMERLY: