

SICK LEAVE

LWCS BP# 2021-004

TITLE: Sick Leave

POLICY:

Full-time employees who are unable to perform their duties because of personal illness or illness or death of a father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's household shall be entitled to sick leave.

Administrators who are appointed to work full-time shall earn one (1) day of paid sick leave for each full month of employment. Earned sick leave shall be pro-rated in proportion to the number of hours employed per day. Sick leave may not be used before it is earned and credited.

A. Accrual

1. Four (4) days of earned sick leave credit shall be annually advanced at the end of the first month of employment of each contract year, and one (1) day of sick leave will be advanced at the end of each successive month of employment. However, each employee is entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn sick leave for each month in which s/he receives pay for one (1) day more than half the number of work days during that month.
3. An employee who is on leave without pay during a month shall earn sick leave for that month if s/he has worked one (1) day more than half the number of work days during that month.
4. If the employee terminates his/her employment and has not accrued the four (4) days of sick leave available to him/her, the Lake Wales Charter Schools may withhold the average daily amount for the days of sick leave used but unearned by the employee.
5. Sick leave shall be cumulative from year to year.

B. Use

1. An employee taking sick leave shall notify the appropriate supervisor and file an Employee Application for Leave before beginning the leave, if possible. In an emergency, the Employee Application for Leave may be filed immediately following return to duty.
2. Sick leave shall be taken in hourly increments and may be taken for the following reasons:
 - a. when the employee is unable to perform his/her duty in the school on account of personal sickness, accident, disability, or extended personal

illness, and consequently has to be absent from his/her work;

- b. for the illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employee's own household;
- c. as personal leave with pay for up to six (6) days per fiscal year; and
- d. for the maternity or paternity of the employee or the employee's spouse, child, other close relative, or member of the employee's own household.

C. Transfer

1. To Family Members

An employee may authorize transfer of accrued sick leave to his/her spouse, child, parent, or sibling, who is also a LWCS employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein.

The personnel administrator approving the leave may require documentation of the recipient's relationship to the authorizing employee.

(F.S. 1012.61(2)(e)1)

2. To Other LWCS Employees

An employee may donate (i.e., authorize transfer of) their accrued sick leave to another LWCS employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein. The authorizing employee must have at least ten (10) days of sick leave remaining after the donation is made. Once approved, a donation cannot be retracted by the donor.

3. Eligibility to Receive Donation From Another Employee

- a. The recipient must provide documentation from the treating physician of the illness, accident, or injury for which leave is needed. Absences during normal routine pregnancy or procedures deemed not medically necessary will not be eligible for donation of leave; and
- b. The recipient must anticipate the need for at least fifteen (15) days of sick leave in order to receive transfers under this policy and shall receive no more than four hundred eighty (480) hours of donated sick leave per school year; and
- c. The recipients shall have one or more years of continuous service in LWCS and no formal discipline for attendance in the twelve (12) months preceding the request; and

- d. Active employees currently accruing leave are not eligible to receive a donation of sick leave under this provision.

D. Use of Donated Sick Leave

Donated sick leave is not eligible for use until the recipient has exhausted all of their own accrued sick leave.

Donated hours are eligible for use beginning on the date the request for leave donation is received by the Human Resources Department and shall not be applied retroactively.

Donated hours may not be used for personal leave with pay

Donated hours are eligible to be used to supplement bereavement leave for the death of a family member as defined in Paragraph (B)(2) (b).

Donated sick leave shall have no value for terminal pay.

(F.S. 1012.61(2)(e)2)

E. Terminal Pay for Sick Leave

The LWCS shall provide terminal pay for accumulated sick leave to all employees who have worked for the LWCS at least one (1) year; or to the employee's beneficiary, without regard to length of service, if service is terminated by death. These provisions shall apply to all employees.

1. Approved Leave

For employees on approved leave who terminate employment upon termination of the leave, the daily rate of pay shall be the rate of pay the employee would have been earning if s/he, at the effective date of the termination of the leave, had actually been serving in the position from which leave was granted; however, experience credit will not be awarded for leave time unless otherwise provided by Board policy or other Board action.

2. Covered Persons

This provision is expressly intended to cover all persons on leave of absence.

Terminal pay will be calculated as follows:

1. During the first three (3) years of service, the daily rate of pay at termination multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave.
2. During the fourth, fifth, and sixth years of service, the daily rate of pay at termination multiplied by forty percent (40%) times the number of days of

accumulated sick leave.

3. During the seventh, eighth, and ninth years of service, the daily rate of pay at termination multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
4. During the tenth, eleventh and twelfth years of service, the daily rate of pay at termination multiplied by fifty percent (50%) times the number of days of accumulated sick leave. Any sick leave pooled pursuant to this section shall be removed from the employee's accumulated sick leave balance.

Personal Leave

Lake Wales Charter Schools (LWCS) employees may be allowed up to six (6) days of leave with pay for personal reasons each year, to be charged against accrued sick leave. Personal leave shall be non-cumulative, and must be approved in advance. Personal leave may be granted in increments of one-half or full days.

SPECIFIC AUTHORITY: F.S. 402.22, F.S. 1001.41, F.S. 1001.42(5), F.S. 1001.43(11), F.S. 1012.22, F.S. 1012.23, F.S. 1012.61, F.S. 1012.62, F.S. 1012.66
F.A.C. 6A-1.080, Maximum Extent of Leave, F.S. 1012.23,
1012.61(2)(a)2, 1012.66

ADOPTED: 6/21/21