Book	Policy Manual
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1430.03 - **SICK LEAVE**

Administrators who are appointed to work half-time or more 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 or her employment and has not accrued the four (4) days of sick leave available to him/her, the School Board 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 submit a leave form before beginning the leave, if possible. In an emergency, the leave form may be filed immediately following return to duty.

2. Sick leave shall be in increments of one-half (1/2) or full days, 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. **From Other Public Schools**

Sick leave may be transferred from other public schools in Florida funded through the Florida Education Finance Program. Transferred days may only be credited in a number equal to the number of days earned in this District.

2. **From Department of Children and Family Services (DCF)**

Educational personnel in DCF residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated sick leave for such person employed by the Board in a position that is eligible to accrue sick leave under policies of the Board.

3. **To Family Members**

An employee may authorize transfer of accrued sick leave to his/her spouse, child, parent, or sibling, who is also a District 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)

D. **Terminal Pay for Sick Leave**

1. Leave Accumulated While Employed by the District (Sick Leave not Transferred in from Prior Employment Outside the District)

Upon the retirement or death of an employee, s/he, or his/her beneficiary, will be paid for sick leave accumulated through the end of the last full month worked, but not including the last partial month worked.

Sick leave accrued after June 30, 2004 shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned; sick leave accrued before June 30, 2004 shall be compensated at the daily rate of pay applicable at the time of retirement.

Terminal pay may not exceed an amount determined as follows:

1. during the first three (3) years of service in the District, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave

2. during the next three (3) years of service in the District, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave

3. during the next three (3) years of service in the District, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave

4. during and after the tenth year of service in the District, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave

5. During and after the 13th year of service in the District, the daily rate of pay multiplied by sixty percent (60%) times the number of days of accumulated sick leave.

2. Sick Leave Transferred in from Outside the District

Upon the retirement or death of an employee, any unused sick leave transferred in from outside the District will be extinguished and not paid out to the employee or the employee's beneficiary.

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Legal	F.S. 402.22, 1001.41, 1001.42(5), 1001.43(11), 1012.22, 1012.23, 1012.61 F.S. 1012.62, 1012.66