

**TITLE: Sick Leave**

**POLICY:**

Full-time employees who are unable to perform their duties due to personal illness or illness of immediate family members, or other close relative of the employee's household shall be entitled to sick leave.

Employees 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 workdays 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 workdays during that month.
4. If the employee terminates their employment and has not accrued the four (4) days of sick leave available to them, 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 complete a 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 their duty in the school due to 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. 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 in according to the FMLA Law.

C. Transfer/Donation

Please refer to the Leave Gifting Policy LWCS BP#2021-008

D. Terminal Pay for Sick Leave

The LWCS shall provide terminal pay for accumulated sick leave up to 240 hours to all employees who have worked for the LWCS at least one (1) year; or to the employee's beneficiary, without regard to the 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 the 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 up to 240 hours.
- 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 up to 240 hours.
- 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 up to 240 hours.
- 4. Ten years or more of service, the daily rate of pay at termination multiplied by fifty percent (50%) times the number of days of accumulated sick leave up to 240 hours. 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

AMENDED: