

**TITLE: SICK LEAVE GIFTING****POLICY:****Sick Leave Gifting**

Lake Wales Charter Schools employees may, in the case of an emergency, irrevocably gift a portion of their accumulated sick leave days to other LWCS employees. The employee making the donation is responsible for filling out the “gifting” form and forwarding it to the LWCS Human Resources Department. The “gifting” form will denote the number of days the employee is “gifting” and the name and location of the receiving employee. This information is kept in-house and through the payroll system. The employee who is donating the sick days must have remaining in their sick leave account a total of 80 hours after the donation takes place.

**Sick Leave Transfer/Donation Plan**

Participating employees of the LWCS may voluntarily donate sick leave credits to an eligible employee of the agency by utilizing the sick leave transfer/donation form.

- A. In order to participate in the sick leave transfer plan, the donating employee must:
  - 1. Have a personal sick leave balance of at least 80 hours after the sick leave is donated.
  - 2. Be a full-time employee with benefits of the LWCS.
  - 3. Donate a minimum of eight (8) hours at any one time.
  - 4. Donate a maximum of 40 hours in a school year.
  - 5. Executed transfers non-rescindable by the donor.
- B. For an employee to be eligible to receive and use sick leave credits transferred under the sick leave transfer plan, the receiving employee must meet the following conditions:
  - 1. Must have utilized all sick leave, compensatory leave, and annual leave. Personal illness shall include disability caused or contributed by pregnancy, miscarriage, abortion, childbirth, and recovery there from.
  - 2. Employee, spouse, son, daughter, or parent must have suffered a documented personal illness, death, accident, or injury which requires a period of incapacity or treatment in a hospital, hospice, or residential medical care facility; requiring absence for a minimum of five consecutive workdays. This means sick leave credits shall be used for absences no sooner than the sixth missed day (41st hour).
  - 3. Must not be eligible for or receiving disability leave with pay.
- C. Sick leave credits shall not be transferred from an employee’s individual sick leave balance at the time of his or her retirement or termination from the LWCS.

- D. Hours may only be transferred on an “as-needed” basis to bring the employee up to the normal rate of pay for the pay period. In no case may an employee “bank” donated hours.
- E. An eligible employee may receive a maximum of 480 hours of donated sick leave in a consecutive 12 month period.

The LWCS must receive a properly completed Request to Donate/Use form prior to the end of the bi-monthly payroll period during which the donated leave credits are to be applied. The plan covers only the personal illness/injury of an employee and does not extend to the family members. Donated sick leave credits are not subject to payment upon separation.

SPECIFIC AUTHORITY: F.S. 1012.61(2)(e)

ADOPTED: 10/25/21