Current policy to align w/ Article 23

4400

SICK LEAVE

A PERMANENT EMPLOYEE OF THE BOARD, WHO IS UNABLE TO PERFORM HIS/HER DUTY ON ACCOUNT OF PERSONAL SICKNESS, ACCIDENT DISABILITY, OR EXTENDED PERSONAL ILLNESS OR DEATH OF FATHER, MOTHER, BROTHER, SISTER, HUSBAND, WIFE, CHILD, OR OTHER CLOSE RELATIVE MEMBER OF HIS/HER OWN HOUSEHOLD SHALL BE GRANTED LEAVE OF ABSENCE FOR SICKNESS.

SUBSTITUTES AND OTHER TEMPORARY EMPLOYEES SHALL NOT BE ENTITLED TO SICK LEAVE.

THIS POLICY SHALL BE SUPERSEDED BY ANY SIMILAR SICK LEAVE PROVISIONS CONTAINED IN COLLECTIVE BARGAINING AGREEMENTS BETWEEN THE BOARD AND ITS UNIONS.

AUTHORITY: F.S. 230.22 (1) (2); F.S. 231.40
POLICY ADOPTED: 2/27/69
POLICY READOPTED: 9/5/74; 11/20/86
AMENDED: 3/6/90; 11/13/01; 2/23/21; 4/20/21

RULES

1. An employee absent on Sick Leave, which has been approved by the appropriate administrator, shall receive full compensation for the duration of the leave granted, provided claim for such compensation, on forms to be supplied by the Superintendent (designee) shall have been filed by the end of the work week in which the absence occurs. Any employee who finds it necessary to be absent from his/her duties because of illness shall notify his/her immediate supervisor, if possible, before the beginning of the workday on which he/she must be absent, or during that day except for emergency reasons recognized by the School Board as valid. When requested by the Superintendent, or his/her designee, the employee will be required to submit a certificate of illness from a licensed health care provider.

2. The computation of Sick Leave for employees who have been transferred from temporary to permanent status shall begin at the date of permanent employment.

3. Each permanent, full-time employee of the Board shall be entitled to four (4) days of Sick Leave as of the first day of employment of each current fiscal year and shall thereafter earn one (1) day of Sick Leave. The total shall not exceed the number of months of the employee's assigned work calendar, which shall be credited to the employee at the end of each month of employment and which shall not be used prior to the time it is earned and credited to the member. If the employee terminates his/her employment and has not accrued the four (4) sick days available to him/her, the School Board shall withhold the average daily amount for the sick days utilized but unearned by the employee.

Permanent, part-time employees shall earn Sick Leave on a pro-rata basis, depending on their employment start date. However, each eligible employee shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment in the affected employee's assigned work calendar.

4. Upon proper application, a noninstructional employee, who has been employed continuously for three (3) or more years, may be granted temporary leave of absence for extended illness, without pay, such leave not to exceed one (1) year. Upon return to duty following such absence, the employee shall be employed in the same or similar position. The Board assumes no obligation for reassignment at times other than the beginning of a school or fiscal year, depending on the position previously held.

5. Illness in the Line-of-Duty (formerly Disability Leave in Operating Procedure 4.4) shall be precedent to Sick Leave, when an absence is related to a compensable workers' compensation injury, with a substantiating statement by a District authorized workers' compensation physician.

6. Sick Leave granted for extended illness requires a medical statement, after three (3) consecutive days of absence, verifying the illness or situation of the individual involved.

7. Donation of sick leave: An employee may donate earned and accrued sick leave to a qualified district employee in accordance with the following procedures.

   A. Qualified district employee is defined as a benefits eligible employee who holds a position, which is eligible for sick leave accrual.

B. Days/time may not be donated until such time as the recipient has depleted his/her own sick leave accrual. However, the recipient is not required to utilize days available from a sick leave bank in which they may participate prior to receiving a donation from a district employee.

C. With the exception of pay for the purpose sick leave, donated days/time shall have no value for the recipient for the purposes of terminal pay or any other program and/or provision that provides pay for accrued sick leave.

D. Donated days/time may not be utilized for the purpose of personal reasons leave.

E. At the time of an employee's donation to a qualified district employee, the donated sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily base rate of pay at the time of the donation. The resulting value shall be credited to the recipient for use as sick leave.

F. The recipient employee must notify his/her supervisor within five (5) days of his/her absence from work that he/she is eligible to be compensated for such sick leave as a result of a donation from an employee. An employee may notify his/her supervisor that he/she is eligible for a donation of sick leave in advance of the depletion of his/her sick leave and that a donation will be utilized upon depletion of his/her sick leave.

G. The donor employee must notify his/her supervisor within five days of a recipient employee's illness that he/she will authorize the donation of sick leave time to recipient employee. The donor employee shall sign the Sick Leave Donation Authorization form and submit the completed form to his/her supervisor within the above time frame. A donor employee may notify his/her supervisor that he/she will authorize a donation of sick leave in advance of the recipient's depletion of his/her sick leave and that a donation will be authorized upon depletion of the recipient's sick leave.

H. Day(s) will be deducted from the donor employee's sick leave accrual, in accordance with existing School Board practice, and credited to the recipient employee's sick leave accrual in accordance with the conversion specified in paragraph 5 above. Said time shall be paid to the recipient at his/her current rate of pay.

I. All sick leave compensated by the use of donated days may require a certificate of illness from a licensed physician or from the county health officer.

J. The donation of days to a qualified district employee shall not disqualify the donor employee from eligibility for attendance award(s) contained in Collective Bargaining Agreements and/or Board Policy.

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