

## **USE OF SICK LEAVE BY FAMILY MEMBERS OR EMPLOYEES**

**6.350\***

- I. Any District employee may authorize the use of his/her accrued sick leave as follows:
  - A. As provided by any existing Sick Leave Bank provision.
  - B. Up to 50% of his/her accumulated leave by his/her spouse, child, parent, or sibling who is also a District employee.
  - C. Up to 25 days by any other District employee who needs a minimum of 5 days of sick leave.
- II. Sick leave donated as provided in I.B. or I.C. cannot be used until all of the individual's sick leave has been depleted, excluding sick leave from any existing Sick Leave Bank, if the recipient participates in a Sick Leave Bank.
- III. An employee who donates sick leave to another employee, other than a family member as specified in I.B., must retain a minimum number of days equal to the number of days he/she accrues annually.
- IV. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested.
- V. Any unused sick leave shall be returned to the donor.
- VI. Donated sick leave shall have no terminal pay value.
- VII. All leave shall be in accordance with policy 6.240\*

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1012.61, F.S.**

**HISTORY: ADOPTED: \_\_\_\_\_**

**REVISION DATE(S): 10-08-12, 7/12/2024, 5/12/2025**

**FORMERLY:**