

## TRANSFER OF SICK LEAVE APPLICATION FORM

Pursuant to School Board Policy 3430.08, any full or part time employee of the District may authorize the transfer of accrued, earned sick leave to another District employee who is eligible to receive sick leave benefits. Please return this form to the Benefits and Wellness Office via fax 377-0401, pony or scan and email to [davidd2@collierschools.com](mailto:davidd2@collierschools.com).

### EMPLOYEE TRANSFERRING SICK LEAVE

NAME: \_\_\_\_\_

EMPLOYEE ID NUMBER: \_\_\_\_\_

NUMBER OF HOURS TRANSFERRING: \_\_\_\_\_

DO YOU WISH TO REMAIN ANONYMOUS:

### EMPLOYEE RECEIVING SICK LEAVE

NAME: \_\_\_\_\_

EMPLOYEE ID NUMBER: \_\_\_\_\_

***PLEASE NOTE:*** Many factors will impact the recipient's paycheck amount (e.g. work calendar, pay option, unpaid leave). Therefore, if you are transferring sick time to ensure the recipient receives a specific payroll amount, please contact Payroll at (239) 377-0355. Payroll requires the recipient's consent before releasing any personal information.

**I have read and understand School Board Policy 3430.08 regarding my request to transfer my sick leave.**

\_\_\_\_\_  
Signature of Employee Transferring Sick Leave

\_\_\_\_\_  
Date

### FOR HUMAN RESOURCES & PAYROLL ONLY

Approved LOA Dates: \_\_\_\_\_ Initials \_\_\_\_\_ No. \_\_\_\_\_

Payroll Information: \_\_\_\_\_

## **SICK LEAVE TRANSFER TO ANOTHER DISTRICT EMPLOYEE**

Pursuant to School Board Policy 3430.08, any full or part time employee of the District may authorize the transfer of accrued, earned sick leave to another District employee who is eligible to receive sick leave benefits.

The transfer of sick leave is subject to the following limitations and conditions:

- A. The receiving employee must provide documentation to the Benefits and Wellness office, from a treating physician of the need for sick leave beyond the employee's accumulated sick leave time;
- B. The transfer of sick leave application form and supporting medical documentation must be completed and received by the Benefits and Wellness office by close of business on the last day of the payroll period (as published in the District's *Compensation Schedule*) in which the transferred sick leave will be used and paid.
- C. The receiving employee must have exhausted all sick leave, excluding any sick leave received from the sick leave bank, prior to using transferred sick leave;
- D. The authorizing employee must retain a minimum of five (5) days of accumulated sick leave;
- E. Transferred sick leave may only be used for the receiving employee's approved sick leave absences.
- F. Transferred sick leave CANNOT be used for personal or other types of leave;
- G. Transferred sick leave shall be used on a "first transferred – first used" basis. At the end of the fiscal year, unused sick leave transfers shall be void
- H. Transferred sick leave shall have no terminal leave value for the receiving employee;
- I. Sick leave shall be transferred in half-hour increments;
- J. "Chaining" of unused transferred sick leave is not permitted; in other words, the receiving employee CANNOT donate the unused transferred sick leave to another employee. The transferred sick leave must be used pursuant to the original approved application for transfer and the unused portion shall revert to the donor pursuant to "F" above.
- K. To avoid any potential conflict of interest, an employee may not transfer sick leave to his/her direct supervisor or any other employee with supervisory authority over his/her direct supervisor. Conversely, an employee may not transfer sick leave to any employee that falls under his/her direct or indirect supervision.

Please return this form to Dan Davidson, Benefits Specialist, via fax 377-0401, pony or email to [davidd2@collierschools.com](mailto:davidd2@collierschools.com).