

SICK/PERSONAL LEAVE INFORMATION

- 9 Month personnel earn 9 days sick leave per year.
- 10 Month personnel earn 10 days sick leave per year.
- 11 Month personnel earn 11 days sick leave per year.
- 12 Month personnel earn 12 days sick leave per year.

Four (4) days of sick leave are given to 10, 11 and 12 month personnel for the August 15 paycheck. Four (4) days are given to 9 month personnel for their September 15th check. The rest of the sick leave is given one day each subsequent month until all earned leave is posted.

This sick leave information is based on employees working a normal schedule for their position. Employees working less than the normal scheduled days per year will have their sick leave adjusted accordingly.

Six (6) days of sick leave **may** be used for *personal leave*. This request should be approved 24 hours in advance if possible by your immediate supervisor. If you do not have sick leave, you do not have personal leave.

Example

If you have 9 sick days and use 5 days for illness, then you have 4 available for personal leave.

If you have 9 sick days and use 6 of those for personal leave, then you only have 3 left for illness.

All unused personal leave reverts back to sick leave at the end of the school year. The total of all unused sick leave is cumulative and is carried over from year to year.

TRANSFER OF SICK LEAVE

Personnel who have been employed by another school board in the State of Florida may request a lump sum transfer of their accumulated sick leave from their previous employer. The Nassau County School Board will accept it under our policy of crediting you with one day for one day earned from the Nassau County School Board.