

# The School Board of Nassau County, Florida

## DONATION OF SICK LEAVE

*Florida Statute: 1012.61 (2)(e)(2)*

An employee (donor) of the District may donate up to fifty percent (50%) of his/her accumulated sick leave, not to exceed twenty-five (25) days, to another employee (recipient) for his/her own personal serious illness or injury. The donor must retain at least eight (8) sick leave days after authorized days have been donated.

**Directions:** This Request to Donate Sick Leave should be completed by the donating employee. Sick leave deducted from each donor's sick leave balance shall be in proportion to the need approved. Unused donated sick leave shall be returned to the donor(s) in proportion to that donated by all donors.

## SUBMIT THIS COMPLETED FORM DIRECTLY TO THE BUSINESS SERVICES DEPARTMENT

### SECTION I: TO BE COMPLETED BY THE DONOR

#### Donating Employee

I, hereby, give permission to transfer \_\_\_\_\_ days to the recipient listed below. Sick leave deducted from each donor's sick leave balance shall be in proportion to the need approved. Unused donated sick leave shall be returned to the donor(s) in proportion to that donated by all donors.

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Employee Id*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

#### Receiving Employee

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Employee Id (if known)*

\_\_\_\_\_  
*Work Location*

\_\_\_\_\_  
*Job Title*

### SECTION II: OFFICE USE ONLY

Payroll Period \_\_\_\_\_

# days trans \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Finance Department*

#### Nassau County School District Equity Statement

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Equity Coordinator - Nassau County School District - 1201 Atlantic Ave., Fernandina Beach, FL 32034 Phone (904)491-9888 Fax (904)277-9044