



# The Nassau County School District

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## Instructions for Requesting Time Under the Sick Leave Bank

In order to be approved for time under the Nassau County School District's Sick Leave Bank employees must be an active participant in the Sick Leave Bank and must have been employed for at least one (1) year. Approval of Sick Leave is provided by the Sick Leave Bank Committee in accordance with the NTA and NESPA Contracts.

If you have any questions regarding the Sick Leave Bank please contact Ms. Susan Farmer in the Business Services Department at (904) 491-9861.

### Steps to Request Time Under the Sick Leave Bank:

1. Submit a request letter to Ms. Susan Farmer requesting time under the Sick Leave Bank. A template is available on the Personnel Department's webpage under the Leaves Section.
2. Complete **Section I: Employee** of the Sick Bank Leave Request (page 1). This page must be submitted to Ms. Farmer along with your request letter.
3. Your doctor will need to detail **Section III: Physician's Statement** of the Sick Bank Leave Request (page 2). This page may be faxed into the Business Services Department at (904) 277-9032. Your request will not be reviewed or processed without the Physician's Statement.
4. If you plan to be absent for more than 60 days. Please also file for Family and Medical Leave of Absence ("FMLA"). All information pertaining to FMLA can be found on the Personnel Department's webpage under the Leaves Section including eligibility requirements and forms.
5. Please note, the Physician's Statement required for the Sick Leave Bank *is identical* to the Physician's Statement required for FMLA. Unless you are requesting an extension of time please do not request duplicate forms from your physician. In many instances doctor's offices are charging fees for paperwork. Please do not pay for two forms *unless* you are extending your request.
6. Once your request letter and Sick Leave Bank Request have been received by the Business Services Department, your request will be reviewed by the Sick Leave Bank Committee for approval.
7. Approval for time under the Sick Leave Bank is contingent upon the certification detailed in the Physician's Statement. If your physician states that you need to be out of work for one (1) month then the Sick Leave Bank Committee will evaluate your claim for one (1) month. In the event that your physician does not release you to return to work after one (1) month, it is the employee's responsibility to file for an extension of time under the Sick Leave Bank. A new Physician's Statement will be required as evidence.
8. **Before you return to work** following payment of time under the Sick Leave Bank you must provide the Personnel Department with a release from your attending physician which states that you are "fit for duty". In the event that you request Family & Medical Leave following exhaustion of time under the Sick Leave Bank, the release will not be required until you return to work following Board approved FMLA.

#### 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 Boy Scouts 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

***Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.***

AN EQUAL OPPORTUNITY EMPLOYER