

CHAPTER 6.00 – HUMAN RESOURCES

ANNUAL PAYMENT OF SICK LEAVE

6.32

All staff members with three (3) or more years of experience in the District shall have the option of receiving annual payment for accumulated sick leave that is earned during the school year but has not been used.

- I. Payment for such accumulated sick leave days shall be based on the employee's daily rate of pay multiplied by eighty percent (80%) in accordance with Florida Statute 1012.61.
- II. The days for which such payment is received shall be deducted from the accumulated sick leave balance. However, the accumulated sick leave balance shall not be less than twenty (20) days at any time.
- III. Eligibility for the Sick Leave Sell Back Option includes employees that have met the following requirements:
 - 1) Employee must be classified as full time and have a minimum of three (3) years' experience with Lafayette County School District,
 - 2) Employee must have accumulated at least 20 days of sick leave, and
 - 3) Employee may not use more than 5 days of sick leave or personal leave during the time period of July 1st through April 30th.
- IV. Eligible employees wanting to participate in this benefit should complete and submit the Employee Leave Sell Back Form during the 2nd week of May to the Personnel Specialist at the district office for approval.
- V. The request should indicate the number of days requested to be sold back to the District and deducted from the employee's accumulated leave as follows:
 - 1) up to a maximum of nine (9) days for 9-month employees,
 - 2) up to a maximum of ten (10) days for 10-month employees, or
 - 3) up to a maximum of twelve (12) days for 12-month employees,
- VI. The District shall pay the employee through payroll, the amount for the days sold back to the District on the last payroll for the month of June.
- VII. Exempt absences that do not affect the annual payment of sick leave benefit are as follows:

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- 1) Temporary duty elsewhere,
- 2) Jury duty,
- 3) Annual leave (12-month employees),
- 4) Sick leave used for the death of an immediate family member,
- 5) Employees that took Board approved Family Medical Leave during the period specified in Section III(3),
- 6) Leave for Union or negotiation activities,
- 7) Worker’s Compensation leave, and/or
- 8) Situations in which administration requested an employee be on paid leave/administrative furlough for the purposes of conducting a short-term investigation, which did not lead to employee discipline.

VIII. Disqualifying events include:

- 1) Suspensions either paid or unpaid, would disqualify the employee from the sell back option. Employees that are completely exonerated would maintain eligibility.
- 2) Employees that separate service, either voluntary or involuntary, during the calculation period (see section III(3) are not eligible.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.61, F.S.

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