

Effective Date: February 14, 2000
Revised Date: 10/23/06; 12/18/09

SUBJECT: Sick Leave Transfer Plan (SLTP)

AUTHORITY: Executive Director, Section 110.219(5)(f) Florida Statutes, Rule 60L-34.0042(5), F.A.C.

Policy:

Florida Fish and Wildlife Conservation Commission FTE employees may participate in the Sick Leave Transfer Plan (SLTP), commonly referred to as the sick leave donation plan, in accordance with these guidelines. Participation in the SLTP shall be voluntary by the donating and receiving employee. Employees shall not coerce or pressure others to donate leave.

Donation of Sick Leave

An employee may donate sick leave to another employee provided a minimum of 80 hours of sick leave remains after the transfer. FWC employees donating to a fellow FWC employee may donate hours by sending an e-mail or memorandum to the Director of Human Resources or his/her designee with the following information:

- The name of the person to whom hours are being donated.
- The number of hours donated (must be a minimum of eight (8) hours).
- The People First ID number of the person donating the hours.

Employees who wish to donate hours to an employee at another participating state agency must complete the form provided by the Department of Management Services and return to FWC's Office of Human Resources:

http://dms.myflorida.com/human_resource_support/human_resource_management/for_state_hr_practitioners/forms Under "Attendance and Leave Forms" choose "Sick Leave Transfer – Request to Donate"

The donating employee cannot cancel the transfer once it has been received in the Office of Human Resources.

Except as noted below, donated leave will be transferred to the receiving employee in the order received. When the receiving employee has used all leave from the first donor, the next donating employee's leave will be used. However, for inter-agency transfers, donations from within the agency will be processed before donations from employees of other agencies except that if the donation is from the spouse, parents, grandparents, brothers, sisters, children or grandchildren of either the employee or the employee's spouse, those deductions will be processed prior to other donations.

Upon documented cessation of the qualifying illness, accident or injury unused donated sick leave credits shall be returned to those employees whose donated sick leave credits have not

been drawn upon under the first-in/first-out method.

Receipt of Donated Sick Leave:

To be eligible for donated sick leave an employee must:

- Occupy an FTE position.
- Have exhausted all leave balances.
- Have suffered a medically documented illness, accident or injury, and requires, as medically certified by the treating physician, absence from the workplace for a minimum of five consecutive workdays. (FMLA Certification of Health Care Provider form is preferred.)
- Must not be absent as the result of a Worker's Compensation illness or injury.
- Have submitted a request for donated sick leave to their Human Resources Office.

FWC employees may receive sick leave credits from another FWC employee or from a person employed by another state agency who meets the SLTP requirements of that agency. The employee requesting donated leave must complete and submit the "Request to Use" form (provided at the link below) to the Office of Human Resources. If the employee is unable to complete the form, it may be completed and submitted by a chain-of-command supervisor.

http://dms.myflorida.com/human_resource_support/human_resource_management/for_state_hr_practitioners/forms Under "Attendance and Leave Forms" choose "Sick Leave Transfer –Request to Use"

Limitations on use of Donated Sick Leave

SLTP leave may not be used to meet the employee's Sick Leave Pool minimum requirement.

The employee may not use donated leave for an illness, accident or injury of a family member.

A receiving employee may not use more than 1040 hours of donated sick leave credits within a consecutive twelve-month period.

Donated sick leave can only be used for the documented illness, accident or injury as medically certified in writing by the treating physician.

Donated sick leave shall have no terminal value.

Unless waived by the employing agency, transferred sick leave credits shall be used for absences associated with such documented conditions beginning with the sixth missed workday or on the first day the employee has exhausted all leave credits, whichever is later.