

# The School Board of Gadsden County



"Building A Brighter Future"

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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<http://www.gcps.k12.fl.us>

## DONATION OF SICK LEAVE

(Please submit to the Finance Department – Leave Section)

**A. DONOR CONDITIONS:**

1. Donor must be employed with the GCSB consecutively for 1 year in a position which earns sick leave.
2. Donor must have no less than 100 hours of sick leave available.
3. Donor must not donate more than 90 hours of sick leave per contract year.

**B. TRANSFER CONDITIONS:**

1. Employee receiving donated days must have been an employee with the district continuously for one (1) full contract year.
2. Employee receiving donated days must have exhausted all of their accrued sick leave.
3. Employee receiving donated days may receive a maximum of 90 days. (Day is defined by employee's classification)
4. Donated days have no terminal value.
5. Employees receiving days will not continue to accrue sick leave days to their balance.
6. Donated days will be used in the order of the donation. Any unused balance will be returned in the same manner.

Donor's Name \_\_\_\_\_

Last 4 digits of SS# \_\_\_\_\_ School/Dept. \_\_\_\_\_

Recipient's Name \_\_\_\_\_

Last 4 digits of SS# \_\_\_\_\_ School/Dept. \_\_\_\_\_

I, \_\_\_\_\_ (Donor), donate \_\_\_\_ day(s) of my sick leave to the recipient named above, who is my  spouse  child  parent  sibling  designated person who is also a district employee.

I, \_\_\_\_\_ (Recipient), understand I must use all my sick leave before the donated days are used and that donated days have no terminal pay value. My doctor's verification is attached. **I understand I may not draw days from a sick leave pool until I have used unpaid leave for the number of donated days.**

NOTE: Any unused donated sick leave will be dissolved upon termination of recipient. Donated sick leave has no terminal pay value.

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Recipient's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE**

APPROVED  DENIED By: \_\_\_\_\_ Date \_\_\_\_\_  
Director of Personnel/Designee

APPROVED  DENIED By: \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Superintendent for Business and Finance/Designee

New 05/14

AUDREY D. LEWIS  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353