



DONATION OF SICK LEAVE TO A CO-WORKER 2023-2024

Rules for Donated Leave from a Co-Worker:

- Recipients must be out **5 or more consecutive days of leave without pay** to qualify for donated leave.
- Recipients must provide documentation from a physician indicating the type of illness or surgery.
- Recipients are only allowed 30 days of donated leave per school year.
- Donated leave must be donated in full days based on the recipient's work schedule.
- Donors must have 10 days of sick leave remaining after donation.
- Donors cannot donate more sick days than they accrue per school year.

Donor's Name	
Personnel Number	
# of Days Donated	
School Name/Number	

Recipient's Name	
Personnel Number	
School Name/Number	

I, _____, authorize my sick leave to be donated to the recipient listed above. I understand these hours will not be immediately credited to my recipient but will be provided as needed after he/she has depleted his/her own accrued sick leave. ***These donated days will expire on June 11, 2024.***

Donor's Signature

Date

Instructions for Recipients and Timekeepers:

1. Recipient will provide an original leave form indicating dates for which the donated leave will be used and will notate on the leave form that donated leave is being used.
2. Recipient will provide a letter from the treating physician indicating type of illness or surgery and period of incapacity. Documentation must be submitted to the payroll office by the recipient **within two weeks from the first date of the absence**. Donated leave **will not** be approved if leave form is not submitted by the two-week deadline.
3. All donation forms must be original and must be received at the Payroll Office by the two-week deadline.
4. LWOP should be keyed until PAYROLL receives all paperwork.

Please forward completed form to:
Duval County School Board - Payroll Department
1701 Prudential Drive
Jacksonville, FL 32207

Payroll Use Only

Donor's Information	
Sick Leave Bal.	
Prior Donated Bal SY	
Absence Type	2321

Recipient's Information	
Sick Leave Bal.	
Donated Leave Bal SY	
Absence Type	2320