



DONATION OF SICK LEAVE TO A CO-WORKER 2021-2022

Rules for Donated Leave from a Co-Worker:

- Recipient must be out **5 or more consecutive days of leave without pay** to qualify for donated leave
- Recipient must provide documentation from a physician indicating type of illness or surgery
- Recipient is 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
- Donor 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 13, 2022.***

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 originals and must be received at the Payroll Office by the two - week deadline.

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

Payroll Use Only

Donor's Information		Recipient's Information	
Sick Leave Bal.		Sick Leave Bal.	
Prior Donated Bal SY		Donated Leave Bal SY	
Absence Type	2321	Absence Type	2320