



PASCO COUNTY SCHOOLS  
VOLUNTARY EMPLOYEE SICK LEAVE DONATION PROGRAM  
Office for Human Resources and Educator Quality  
7227 Land O' Lakes Boulevard, Land O' Lakes, Florida 34638

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The Voluntary Employee Sick Leave Donation Program provides an opportunity for employees to donate sick time to another employee, who is experiencing a major medical emergency, illness, accident or injury that prevents the employee from working. The major medical emergency, illness, accident or injury may be that of the employee or the spouse or legally dependent child of the employee. Employees requesting a voluntary donation of sick leave must exhaust all of their paid sick and/or vacation leave prior to being credited with any donated leave. The Leaves Administration Section in the Office for Human Resources and Educator Quality (HREQ) will administer the program.

**Questions and Answers about the Voluntary Employee Sick Leave Donation Program**

**What groups of employees are covered?**

All employees who are eligible to earn vacation and/or sick leave are eligible to participate in the Voluntary Sick Leave Donation Program.

**Do I need to be a member of any special program to be eligible to donate or receive sick leave under this program?**

No. If you, your spouse or legally dependent child experiences a major medical emergency, illness, accident or injury that prevents you from working, you may submit a request to receive up to 100 days of donated sick leave from your co-workers.

**Am I required to meet any special requirements to be eligible to receive donated sick leave?**

Yes. To be eligible to receive donated sick leave, you must:

1. Have one or more years of continuous service in the District;
2. Have exhausted all accrued and credited paid leave, including vacation;
3. Complete and submit all required forms and supporting documentation to the Leaves Administration Section, HREQ;
4. Have a documented major medical emergency, illness, accident or injury (or a spouse or legally dependent child with the same);
5. Have not received formal discipline for attendance in the previous twelve (12) months.

**Are there any special requirements to donate sick leave?**

Yes. To donate sick leave, you must:

1. Retain eight (8) hours of accrued and credited leave after donating sick leave to another employee;
2. Complete and submit the Voluntary Sick Leave Donation form (MIS Form 364) via email at [myleaves@pasco.k12.fl.us](mailto:myleaves@pasco.k12.fl.us). Forms may also be hand-delivered to the Leaves Administration Section, HREQ.



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**How do I submit a request for donated sick leave?**

The following two forms must be completed to apply for voluntary sick leave donation:

a. **MIS Form #362 – Application for Voluntary Sick Leave Donation**

You must complete and submit an application for voluntary sick leave donation to Leaves Administration, HREQ. Complete this form in its entirety, providing as much detail as possible.

b. **MIS Form #363– Physician Statement**

You must submit a signed statement from a treating physician that documents the major medical emergency, illness, injury or accident and your anticipated return to work date.

The application for Voluntary Sick Leave Donation and the Physician Statement are available online at [http://www.pasco.k12.fl.us/ebarm/voluntary\\_sick\\_leave\\_donation](http://www.pasco.k12.fl.us/ebarm/voluntary_sick_leave_donation). Additional supporting documentation may be required.

Forward both forms via email to [myleaves@pasco.k12.fl.us](mailto:myleaves@pasco.k12.fl.us). Forms may also be hand-delivered to the Leaves Administration Section, HREQ.

**How is a request for leave processed?**

All requests for leave will be processed effective the date of receipt. Email is the preferred method to submit requests. However, HREQ will date and time stamp any requests that are hand-delivered. Requests must include both the request form (MIS Form #362) and the physician statement (MIS Form #363) to be processed. Incomplete requests or requests submitted without providing all of the requested information will be returned to the requestor and when re-submitted will be processed with a new effective date. Once approved, HREQ will publish requests for leave donation during the next scheduled sick leave donation communication.

**How many days am I eligible to receive?**

You may be eligible to receive up to a maximum of 100 days within a twelve (12) month period. The maximum number of days that an employee can receive from the Voluntary Sick Leave Donation Program and Sick Bank is a combined maximum of 100 days within a twelve (12) month period.

**What do you mean by a "twelve (12) month period?"**

The twelve (12) month period will start on the first date that an employee is paid leave from the Voluntary Sick Leave Donation Program. For example, if the first date you receive paid leave under the program is December 3, 2015, your twelve (12) month period in which you can receive up to 100 days begins on December 3, 2015, and ends on December 2, 2016.

**Can I apply for sick leave donation if my absence is due to pregnancy and or delivery?**

Absences during a normal/routine pregnancy will not be covered under the Voluntary Sick Leave Donation Program. Coverage may apply for prolonged absences that are medically necessary due to pregnancy-related complications.

**When should I turn in my application for the program?**

The date that an employee is eligible to begin receiving donated time is based on "the date of receipt of the completed application" and "expiration of current paid time." Therefore, it is very important that the form be completed and submitted as soon as possible, as donated time will not be applied retroactively.

**How often will my request for time be publicized?**

If you did not receive all your requested days after the first time it is published, we will run your request one additional time, for a total of two (2) times. Requests will run consecutively. Donated time will be accepted through Friday of the week in which your 2nd request is published.