

Frequently Asked Questions  
**SICK LEAVE DONATION**

**1. How do I ask for donations?**

Submit a request through the Sick Leave Donation icon on First Class. Include your name, your job title and your site name.

**2. Who must be sick in order for me to use sick leave?**

Sick leave donations may be used for extending paid sick leave while on an approved extended leave or intermittent leave for illness of self or an immediate family member as defined by Family Medical Leave Act in the U. S. Department of Labor Wage and Hour Division – Spouse, Parent, Dependent Child.

**3. What documents do I need to submit in order to receive donated sick time?**

Prior to requesting donations, the requester must be approved for an Extended Leave or Intermittent FMLA leave. Complete a Request for Extended Leave SO-Per-018, have your treating physician complete a Certification of Physician or Practitioner Statement SO-PER-178 and return the forms to your site administrator for approval and processing. After submission to administrator, submit donation request via the First Class Icon.

**4. Do I need to apply for extended leave and/or use all of my time if other employees are donating their sick time to me?**

Yes. Please refer to question #3. In addition, you must use all of your time – sick, comp. time and vacation before using donated sick time.

**5. Can I use donated sick leave for the death of a family member?**

No, refer to #3 above for use of donated sick time. However, employees may ask for three days bereavement leave for the death of a family member.

**6. How do I know how much sick time I have accumulated?**

Check with your timekeeper regarding accumulated sick time and donations.

**7. May I donate to a family member?**

Yes, employees may donate to their spouse, child, parent or sibling if they are both full-time employees of the Hernando County School District. Donor must complete form SO-FIN-041 and submit it to the timekeeper at the recipient's site. Contact your timekeeper for more information.

**8. Do I have to donate full days or can I just donate hours?**

The District is unable to process a partial day, the hours donated must equal one day. Therefore, if an employee is donating time to someone who regularly works a 7.75 hour day, he/she must donate 7.75 hours multiplied by the amount of days he/she would like to donate. Please ensure that the donations reflect the hours worked per day by the requestor. Discrepancies will create delays and the requestor may not be able to receive your donations. The donor must complete form SO-FIN-025 and submit to the requestor's timekeeper.

**9. Is there a cutoff time when donations can no longer be accepted?**

Yes, once an employee is out of time and no more donations have come in for the current payroll cycle, the employee will be closed in TERMS and no more donations can be accepted. Credit of transferred sick leave will only be applied prospectively from the date received in the Payroll office. Requests shall not be processed retroactively.

**10. What forms do I use?**

To request an extended leave complete SO-Per-018 and SO-PER-178

To donate to an employee: SO-FIN-025

To donate to an immediate family member: SO-FIN-041