

- h. Sick leave without pay** may be granted, based upon the needs of the District, for employees who have used all accumulated sick leave, but who would otherwise qualify for sick leave.
4. **Sick Leave Donation to Family Members.**-- The District shall allow an employee to authorize his or her spouse, child, parent, sibling, domestic partner, or domestic partner's child who is also a District employee to use sick leave that has accrued to the authorizing employee. The employee will use form PBSB 1791, which is found on the District's Web site at [www.palmbeach.k12.fl.us/Records/FormSearch.asp](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp), and is incorporated herein by reference as part of this Policy.
- The recipient family member may not use the donated sick leave until all of his or her own accrued sick leave has been depleted (excluding leave available from a sick leave pool, if the recipient participates in such leave pool).
  - Donated sick leave under this section shall have no terminal value, as provided in § 1012.61(2)(e); however, the remaining received credits may be donated to another family member under this section, or to another employee under section (5) below, or to a sick leave pool if the departing employee is a member thereof under section (6) below.
5. **Transfer of Annual or Sick Leave to Another Employee for Sick Leave.**-- A regular non-bargaining-unit employee may donate unused accrued annual leave or sick leave, in whole-day increments, to another regular non-bargaining-unit employee to use for leave for the recipient employee's serious illness, accident, or physical injury. The employee will use form PBSB 2175, found on the District's Web site at [www.palmbeach.k12.fl.us/Records/FormSearch.asp](http://www.palmbeach.k12.fl.us/Records/FormSearch.asp) and incorporated herein by reference as part of this Policy.
- A regular employee may donate unused accrued sick leave under this section as long as the donating employee has completed at least six (6) years of service.
  - A regular employee may donate unused accrued annual leave under this section as long as the donation would not prevent him or her from taking any minimum required annual leave during that fiscal year.
  - Such donations shall be processed using an appropriate District form signed by the donor employee.
  - The donated leave shall not be accessible to the recipient until his/her own accrued sick leave and annual leave have been exhausted. Once accessible, the donated leave shall be transferred to the donee on an as-needed basis.
  - Donated leave under this section shall have no terminal value to the donee.
  - Any donated leave credits not used within twelve (12) weeks after donation shall revert to the donor.
6. **Sick Leave Pool** -- To allow participating full-time non-bargaining-unit employees to pool accrued sick leave and disburse pooled leave to any participating non-bargaining-unit employee who is in need of sick leave beyond the amount he or she has personally accrued, the Board hereby authorizes the Superintendent to establish a sick leave pool in accordance with the following provisions pursuant to Fla. Stat. § 1012.61(3)(a)-(i):
- The pool program shall be based upon the maintenance of reliable and accurate records showing the amount of sick leave which has been accumulated and is unused by employees.
  - Participation in a sick leave pool shall at all times be voluntary on the part of employees.
  - A full-time employee shall be eligible for participation in a sick leave pool after one (1) year of employment with the District, provided the employee has accrued at least twelve (12) days of unused sick leave and provided that a sick leave pool is established that allows participation by that