



<p>1. What is sick leave?</p>	<p>Any person employed on a full-time basis at a public school who is unable to perform his or her duties on account of personal sickness, accident, extended illness, or illness or death of an employee's parent, sibling, spouse, child, close relative, or member of household may be granted by the superintendent leave of absence in the form of sick leave.</p>
<p>2. How is sick leave earned?</p>	<p>Full-time administrators are entitled to four days of sick leave at the end of the first month of their contractual year, and thereafter will earn 1 day of sick leave for every month of employment.</p> <p>Full-time administrators are not allowed to earn more than 1 day of sick leave for every month of employment in a single year.</p>
<p>3. Can administrators transfer their sick leave to another school district?</p>	<p>Yes, a full-time administrator can carry over their sick leave when moving to another school district.</p>
<p>4. How much sick leave can an administrator <u>accumulate</u>?</p>	<p>An administrator can accumulate sick leave from year to year. There is <u>no limit</u> on how much sick leave an administrator can accumulate with one exception. Administrators employed before July 1, 2001 who have unused sick leave balances of 60 days or more may not accumulate any more sick leave for purposes of terminal pay until their unused sick leave balance dips below 60 days.</p>
<p>5. Can school administrators sick leave be used by a family member?</p>	<p>Yes. In 2001, the Legislature provided that each district school system must provide a policy under which a district employee may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee (Ch. 2001-212, L.O.F.).</p> <p>The district school board must provide that the recipient may not use the donated sick leave until all of his or her sick leave has been depleted, excluding sick leave from a sick leave pool, if the recipient participates in a sick leave pool. Donated sick leave under this provision shall have no terminal value.</p>

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<p>6. What is terminal pay for sick leave?</p>	<p>Terminal pay is payment given for unused accumulated sick leave at termination of employment. There are limits on how much sick leave an administrator may receive for terminal pay. If termination of employment is through death of the employee then the payment must be made to the employee's beneficiary.</p>
<p>7. What is the policy for providing school administrators with terminal pay for accumulated sick leave?</p>	<p>Prior to 1995, all employees, including teachers and school district administrators were under the same policy for terminal pay for accumulation of sick leave. That policy provided employees with differing percentages of accumulated sick leave that could be used for terminal pay purposes based upon years of service.</p> <p>In 1995, the Legislature adopted a different policy for administrators (as opposed to instructional staff or educational support employees). This policy applied <i>only to administrators hired on or after July 1, 1995</i> and capped the maximum terminal pay for these new administrators at $\frac{1}{4}$ of all unused sick leave accumulated <u>on or after</u> July 1, 1995, not to exceed 60 days of actual payment.</p> <p>In 2001, the Legislature modified this policy to apply to all administrators regardless of their hire date so that terminal pay for all school administrators is capped at $\frac{1}{4}$ of all unused sick leave accumulated <u>on or after</u> July 1, 2001, not to exceed 60 days of actual payment.</p> <p>This new cap that applies to all administrators does not limit any contract established prior to July 1, 2001; however, when an administrator renews his or her contract, it is considered a new contract.</p>
<p>8. What is the terminal pay cap for sick leave accumulated prior to July 1, 2001?</p>	<p>For terminal pay purposes, unused sick leave accumulated before July 1, 2001 is governed by each district's school board's policies, contracts, or rules that are in effect on June 30, 2001.</p>
<p>9. Will administrators lose sick leave benefits earned prior to July 1, 2001?</p>	<p>No. The new policies regarding terminal sick leave pay are not retroactive. Any sick leave earned by an administrator prior to July 1, 2001 is not affected.</p> <p>Only sick leave accumulated after July 1, 2001 is affected by the new policy and this happens ONLY when a current administrator renews his or her contract.</p>

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10. What are the applicable statutes?	Section 231.40(3), F.S. -- Sick leave
11. Where can I get additional information?	The Florida House of Representatives Council for Lifelong Learning (850) 414-6694 The Florida House of Representatives Committee on State Administration (850) 488-4863