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| SUBJECT SICK LEAVE POOL | POLICY NUMBER 5.15 |  |
| POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services | | |
| PURPOSE/SCOPE: To establish department policy and procedures for the effective administration and use of the DHSMV sick leave pool. | | |

I. AUTHORITY

Section 110.121, Florida Statutes, Sick Leave Pool

Chapter 60L-34, Florida Administrative Code, Attendance and Leave

II. POLICY

It is the policy of the Department of Highway Safety and Motor Vehicles to allow eligible members to voluntarily pool sick leave. Sick leave pool benefits are provided to members of the pool who are seriously ill or severely injured and have exhausted all of their accrued sick, compensatory and annual leave. The intent is that the member will return to duty as early as possible. To be eligible to receive benefits, members must have used their sick leave in accordance with DHSMV Management Policy on Attendance and Leave.

III. PROCEDURES

A manual entitled "Sick Leave Pool Procedure Guide" is available at the Bureau of Personnel Services' Office of Attendance & Leave and Workers' Compensation website.

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| Executive Director SIGNED ORIGINAL ON FILE | Effective Date 10/24/1994 |
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