

**SUBJECT  
SICK LEAVE TRANSFER  
PLAN**

**POLICY NUMBER  
5.16**



**POLICY MAINTENANCE ADMINISTRATOR:** Chief, Bureau of Personnel Services

**PURPOSE/SCOPE:** To establish department policy and procedures for donating sick leave credits to a department member or employee of another state agency, who has exhausted all of their accrued sick, compensatory and annual leave.

## **I. AUTHORITY**

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

## **III. POLICY**

It is the policy of DHSMV to allow members to voluntarily participate in the sick leave transfer plan. Sick leave may be donated to those who have suffered a documented illness or injury.

A manual entitled "Procedures for the Use of the Sick Leave Transfer Plan" is available at the Bureau of Personnel Services' Office of Attendance & Leave and Workers' Compensation website.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 07/1/1995
<b>Page</b> 1 of 1	<b>Revision Date</b> 05/26/2011