


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.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 07/1/1995
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