



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/ Christina K. Daly

**Date:** 6/15/18

**Subject:** Sick Leave Donation/Transfer Plan

**Section:** FDJJ - 1002.13

**Originating Office:** Administrative Services

**Authority:** Rule 60L-34.0042, Florida Administrative Code, contains the Rules of the Department of Management Services Personnel Management System governing sick leave donation/transfer for state agencies.

**Related References:** Attendance & Leave (FDJJ-1002.03)  
Work-Related Injuries/Worker's Compensation/Alternative Duty (FDJJ-1004.4)

**Purpose:** The Department of Juvenile Justice (DJJ) Sick Leave Donation/Transfer Plan provides a program that allows eligible employees to donate sick leave hours to internal/external employees in the event of a personal accident, childbirth, illness, or injury covered by this policy, after the recipient has depleted all of their available personal sick, annual, and compensatory leave hours.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice.

### **POLICY STATEMENT:**

- The Department of Juvenile Justice is committed to and concerned for the well-being of all DJJ employees with medical needs who require the use of the Sick Leave Donation/Transfer Plan.
- An employee may voluntarily donate their personal sick leave credits to a State Personnel System employee who is in an established position, subject to the provision of this plan.
- Participation in the Sick Leave Donation/Transfer Plan shall, at all times, be voluntary.

### **PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.