



201 West Burleigh Boulevard, Tavares, FL 32778-2496  
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**Superintendent:**  
Diane S. Kornegay, M.Ed.

**School Board Members:**

District 1  
Bill Mathias  
District 2  
Tyler Brandeburg  
District 3  
Marc Dodd  
District 4  
Mollie Cunningham  
District 5  
Stephanie Luke

**Memo of Understanding**  
**Between the**  
**The School Board of Lake County**  
**And**  
**Service Employees International Union / FPSU**

**Transfer/Donation of sick leave to other district employees**

For the 2023-24 school year, all employees of Lake County Schools will be permitted to transfer/donate accumulated sick leave to one another through a pilot program. Following the close of the school year, the district and representatives from SEIU, as well as other employee groups, will review the implementation and impacts of the program to determine whether it shall continue. Areas of consideration will include but are not limited to participation, the overall fiscal impact on the district, the impact on the existing sick leave bank program, and other areas of concern that might arise.

Both parties accept and agree to the program guidelines listed below:

1. Contributions of sick leave shall be voluntary, and the names of donors will be kept confidential.
2. Employees may not solicit donations of sick leave for themselves or others.
3. Employees needing additional sick leave may authorize Employee Relations to communicate the need on their behalf, including their name but absent medical information.
4. Employees may authorize the donation of accrued sick leave to any other district employee employed for at least one year without a break in service.
5. One sick leave day shall mean the number of hours an employee is contracted to work for one day of work.
6. The authorizing employee must retain ten (10) days of sick leave in order to donate to a recipient.
7. An authorizing employee may only donate up to ten (10) days of sick leave per year.
8. Recipients must have exhausted all accrued sick, personal, or vacation leave time before accepting a donation. This includes time at their disposal if they participate in the sick leave bank program.
9. Recipients must provide documentation to the district, by a treating physician, of the illness, accident, or injury for which the leave is being authorized.
10. Donated sick leave may not be used for personal leave.
11. Any unused donated sick leave will be returned to the authorizing employee(s) in the reverse order for which it was received.
12. Donated sick leave shall have no terminal value.

*[Signature]* 8-25-23

For the Board Date

*[Signature]* 8-28-23

For SEIU

Date