

Okeechobee County School Board  
Authorization of Family Sick Leave Transfer

A district employee may authorize the use of her/his accrued sick leave by a spouse, child, parent or sibling who is also a district employee, subject to the following limitations:

1. The recipient may not use the donated leave until all of his/her sick leave and vacation leave has been depleted;
2. The donated sick leave has no terminal value;
3. The minimum number of hours of sick leave that may be transferred shall be equal to one workday of the receiving employee.

Donor's Name: \_\_\_\_\_ Site: \_\_\_\_\_  
(Please Print Clearly)

Recipient's Name: \_\_\_\_\_ Site: \_\_\_\_\_  
(Please Print Clearly)

Sick Leave to be Transferred: \_\_\_\_\_ Days (Total Number of Hours: \_\_\_\_\_)

Transfer Needed for the following Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship (Please Circle One): Spouse  
Child  
Parent  
Sibling

I do authorize the Okeechobee County School Board to transfer my accumulated sick leave to the above listed recipient. This transfer may take place during the current pay period or for a future pay period, but may not be transferred after the pay period has ended.

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_