

SICK LEAVE BANK WITHDRAWAL APPLICATION RULES

1. Complete the withdrawal application. Make certain the doctor gives a month, date and year of when you may return to work. Failure to provide explicit diagnosis and date of return may result in denial.
2. You must be absent for at least ten (10) consecutive days of which at least five (5) days have been without pay. You will be paid for the five (5) days that are leave without pay if your application is approved.
3. If your doctor does not think you will be able to return to work, you need to contact the Retirement/Disability office at 390-2012. An appointment may be scheduled to discuss Retirement/Disability information.
4. The maximum number of days that may be awarded is 100 days per fiscal year.
5. The sick leave pool committee meets the second Wednesday of each month. Make certain all forms are submitted **one week** in advance so that they can be processed. Any forms received later than one week in advance **will be held** until the next month's meeting.

ALL APPLICATIONS AND PHYSICIANS STATEMENTS MUST HAVE ORIGINAL SIGNATURES. IF COPIES OR FAXES ARE RECEIVED, THEY WILL BE RETURNED.

If you have any questions, please call Carol Marks at 390-2065.

MAILING ADDRESS

Duval County Public Schools
Employee Support
1701 Prudential Drive
1st Floor – Room 119
Jacksonville, Florida 32207

Attention: Carol Marks