

## LEAVE GUIDANCE FOR EMPLOYEES OF THE STATE PERSONNEL SYSTEM

**In response to our public health emergency and to help contain the spread of COVID-19, the Governor is allowing state employees the flexibility to donate and transfer available leave (sick, annual, special compensatory, and regular compensatory leave) to other state employees (intra- and inter-agency).**

**This flexibility will also help mitigate the impacts of school closures and observe the Centers for Disease Control and Prevention and the Florida Department of Health's social distancing recommendations.**

In order to assist employees who may not have enough leave to cover necessary absences, the Department of Management Services (DMS) is suspending the administrative rule provisions governing the existing sick leave transfer program to expand the opportunities for employees to transfer sick, annual, special compensatory, and regular compensatory leave to fellow employees.

Under this temporary COVID-19 Emergency Leave Transfer program, employees will have the ability to donate sick, annual, special compensatory leave, or regular compensatory leave to employees in need. The following requirements will govern this program:

- Employees who donate must retain at least 80 hours of sick leave.
- Employees who donate must transfer at least eight hours of leave to the recipient.
- Employees eligible for disability leave may not receive donations.
- Intra-agency and inter-agency donations are allowed.
- Unused leave donations will be returned to donating employees once Executive Order 20-52 expires.

Employees in need of leave donations and employees willing to donate leave should work directly with their agency HR offices. DMS has created the attached form that can be used to facilitate the leave donation process.

In addition, DMS has suspended Rule 60L-34.0042(3), Florida Administrative Code for the particular purpose of allowing State Personnel System employees the flexibility to utilize sick leave for childcare or dependent care purposes.