**Sick Bank**

Only current Sick Bank members may utilize the forms below.

Applications to become a member of the Sick Bank are sent to all work sites during open enrollment in September of each year.  New members will be assessed 1 day of sick leave for contributions to the Sick Bank.

Current members requesting usage must fill out a [Sick Bank Application](https://divisions.brevardschools.org/sites/finance/accounting/_layouts/15/guestaccess.aspx?guestaccesstoken=dOchIJEx0lq1TLwuptst4EvWTohhSiQYn3Xv5F0/Iak%3d&docid=2_143b6600a4ce04e21a44ea3c46d8170c9&rev=1).  Send the application, copy of Leave of Absence form, and a detailed doctor's note to Fran McDaniel​, Payroll Services.

All requests for usage are reviewed by the Sick Bank Committee.

[​](https://divisions.brevardschools.org/sites/finance/accounting/_layouts/15/guestaccess.aspx?guestaccesstoken=%2bs51%2bVA8gfifZgFqF3P1QKRumQ7Rl0B10omiIdLCHGU%3d&docid=2_1f5f558bd760e477db8570a9eed66f8e5&rev=1)

**Sick Leave Transfer - Family Member**

School Board policy allows active employees to transfer sick time (in blocks of 5 days) to a spouse, child, parent, or sibling who is also an active Brevard Public Schools employee.

[Sick Transfer - Family Member Form](https://divisions.brevardschools.org/sites/finance/accounting/_layouts/15/guestaccess.aspx?guestaccesstoken=6bBtebAr3mFW%2bR9IDN0uUXUlU6bkqobe3uSQKUMmM34%3d&docid=2_1a12d7250142f479aaa80688bca3847eb&rev=1)

**Sick Leave Transfer - Employee to Employee**

Active employees may donate a half day or full day to any employee who is on an approved Leave of Absence.

*Recipients*

* Must have a current District​​​ approved leave of absence
* Must exhaust all earned sick leave before donated leave is applied
* Will be ineligible for Sick Buy Back during the schools year where donated sick leave is used

*Donors*

* Must have at least 5 days of earned sick leave at time of transfer
* Unearned sick leave (USK) cannot be transferred
* Must submit Sick Leave transfer through My Information Center (MIC)
	+ Will need receiving employee's name, employee ID or both to complete transfer ​