



Sick Leave Buy Back - Frequently Asked Questions (FAQs)

- 1) **Q. What is the Sick Leave Buy Back (SLBB) program?**
A. Employees with good or perfect attendance during the previous school year, may be eligible to **buy back** a portion of their unused sick leave.
- 2) **Q. Which employees are eligible to participate in the SLBB program?**
A. To confirm which employees are eligible to participate in the SLBB program, please refer to the SLBB website page @ <http://www.broward.k12.fl.us/hris/sickbuybank.html> for additional information.
- 3) **Q. How many days can eligible employees buy back?**
A. The number of days is dependent on the employee's respective bargaining unit or meet and confer group, as well as the employee's remaining sick leave balance as of **June 30th of the previous fiscal (school) year**. Please refer to the SLBB matrix located @ <http://www.broward.k12.fl.us/hris/sickbuybank.html>.
- 4) **Q. Can employees elect to buy back partial sick leave days?**
A. No, eligible employees can only buy back "full" days.
- 5) **Q. How will employees be compensated for the days that they elect to buy back?**
A. Eligible employees will be compensated at eighty percent (80%) of what their daily rate was on **June 30th of the previous fiscal (school) year**, minus applicable taxes.
- 6) **Q. From which year's balance will the SLBB days be deducted?**
A. SLBB hours will be deducted from the remaining balance as of **June 30th of the previous fiscal (school) year**.
- 7) **Q. When can employees elect to participate in the SLBB program?**
A. The SLBB selection window opens annually during the month of **August**. Specific dates will be published each year.
- 8) **Q. How do employees submit a request to buy back sick leave days?**
A. For active employees, the SLBB program is automated and is accessible via ESS @ [ESS link](#).
- 9) **Q. Can active employees submit a paper request form to buy back sick leave days?**
A. No, active eligible employees **MUST** log onto ESS @ the [ESS link](#), to participate in the SLBB program.
- 10) **Q. Can requests submitted through ESS be cancelled after submission?**
A. Once submitted, the deduction of sick leave hours is processed immediately and payment is prepared for the employee's next regularly scheduled bi-weekly payroll check. Employees will **not** be able to cancel requests through ESS.
- 11) **Q. How do inactive or separated employees submit a request to buy back sick leave days?**
A. Inactive or separated employees who are eligible to participate in the SLBB program must submit a paper request form. The form is available at the Compensation/HRIS website @ <http://www.broward.k12.fl.us/hris/sickbuybank.html>.
- 12) **Q. When will active employees receive payment for the days they elect to buy back?**
A. All requests submitted through ESS will be processed immediately and payment will be included in the employee's next regularly scheduled bi-weekly payroll check.
- 13) **Q. When will inactive or separated employees receive payment for the days that they elect to buy back?**
A. Upon receipt, paper requests will be reviewed and confirmed prior to processing payment. Payments will be made within 1 - 2 payroll periods after eligibility is determined.
- 14) **Q. Can a non-instructional employee submit a second request to buy back additional days up to the maximum allowed?**
A. No, eligible employees can only submit one request per year, to buy back sick leave days.
- 15) **Q. Can employees who were hired in the middle of the previous school year participate in SLBB program?**
A. No, eligible employees must have worked the full assigned work calendar year for the previous fiscal year ending on June 30th, in order to participate in the SLBB program.
- 16) **Q. How many days must remain in the employee's sick balance after total hours bought back have been deducted?**
A. Employees must have a minimum of twenty-five (25) days accumulated sick leave remaining **AFTER** the deduction for sick leave days employee buys back through the SLBB program. Please refer to the SLBB matrix located @ <http://www.broward.k12.fl.us/hris/sickbuybank.html> to determine the minimum/maximum number of days based on respective bargaining or meet and confer group.

For additional information, please visit the Compensation & HRIS website @ <http://www.broward.k12.fl.us/hris/sickbuybank.html>
Please e-mail sickleavebuyback@browardschools.com with questions; please provide contact information & personnel # in e-mail
