



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 @ <https://www.browardschools.com/Page/39156> 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 @ <https://www.browardschools.com/Page/39156>.
- 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 @ <https://www.browardschools.com/domain/13472>.
- 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 @ <https://www.browardschools.com/domain/13472>, 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 website @ <https://www.browardschools.com/Page/39156>.
- 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. The payment of this incentive shall be paid to eligible employees no later than October 31st of the school year following the school year in which the employee qualified for the incentive pay.
- 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 @ <https://www.browardschools.com/Page/39156> to determine the minimum/maximum number of days based on respective bargaining or meet and confer group.

Please visit the Compensation SLBB website page @ <https://www.browardschools.com/Page/39156> for additional information.

Questions or concerns may be e-mailed to sickleavebuyback@browardschools.com

(Please include employee name, personnel number, contact information and school year in e-mail)
