



## **SICK LEAVE AND ATTENDANCE INCENTIVE PROGRAM**

### **Paid Sick Leave for Regular Certificated and Classified Employees**

The District will grant each regular certificated and classified employee under a contract of employment with the District paid sick leave days annually in accordance with RCW 28A.400.300 and applicable collective bargaining agreements.

Unused sick leave days may be accumulated from year-to-year up to a maximum of one hundred eighty days for the purposes of RCW 28A.400.210, and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year.

### **Attendance Incentive Program**

In order to encourage regular attendance by regular certificated and non-certificated employees under a contract of employment with the District, the following attendance incentive program is hereby established:

1. Annual Conversion of Accumulated Sick Leave.

Each January, an eligible employee who at the end of the immediately previous calendar year has accumulated in excess of (60) days of unused sick leave may elect to convert unused sick leave earned the previous calendar year to monetary compensation at the rate of 25 percent of the employee's current, full-time daily rate of compensation for each full day of eligible sick leave. Any such election shall be made by written notice on the District Application for Annual Buy-Out of Accumulated Sick Leave to the Payroll Department during the month of January. Any such conversion of accumulated sick leave shall be subject to the terms and limitations of WAC 392-136-015 and payable in February.

2. Conversion of Sick Leave Upon Separation of Employment.

Upon separation from employment, eligible employees may personally, or through their estate in the event of death, elect to convert all eligible, accumulated, unused sick leave up to a maximum of 180 days, to monetary compensation.

Eligible employees are those who meet the requirements of WAC 392-136-020 and who either separate from employment with the District due to death or retirement or, after June 7, 2000, separate from employment with the District and are at least age fifty-five and:

- A. Have at least ten years of service under the Washington Teachers' Retirement Systems plan 3 (TRS), or under the Washington School Employees' Retirement Systems plan 3 (SERS); or

- B. Have at least fifteen years of service under Washington Teachers' Retirement Systems plan 2 (TRS), under Washington School Employees' Retirement Systems plan 2 (SERS), or under Washington Public Employees' Retirement Systems plan 2 (PERS).

In order to receive reimbursement for unused sick leave by virtue of retirement, the employee must have separated from such employment and have been granted a retirement allowance under the laws governing TRS, PERS, or SERS whichever applies; however, it is not necessary that the employee actually file for retirement prior to the date of his or her separation so long as the application is thereafter filed within a reasonable period of time and without the occurrence of any intervening covered employment.

A maximum of 180 days of accumulated unused sick leave days may be converted to monetary compensation at the rate of 25 percent of the employee's full time daily rate of compensation at the time of termination from employment for each full day of eligible sick leave. Any such conversion of sick leave upon separation from employment, retirement or death shall be subject to the terms and limitations of WAC 392-136-020.

Any such election shall be made by submitting written notice to the Payroll Department on the Application for Sick Leave Buy-Out Due to Employee Separation from Employment or the Application for Sick Leave Buy-Out Due to Death of Employee, as applicable.

The attendance incentive program does not apply to retire-rehire employees, certificated or classified substitute workers or employees, such as coaches, who work only under a supplemental contract.

Legal References: RCW 28A.400.210 Employee attendance incentive program — Remuneration or benefit plan for unused sick leave  
RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits, of employees transferring between school districts and other educational employers  
Chapter 392-136 WAC Finance — Conversion of Accumulated Sick Leave  
AGO 1964 No.98 Sick leave for certificated and noncertificated employees  
AGO 1980 No.22 Limitation on compensated leave for school district employees