

SICK LEAVE

The District shall grant each full-time, certificated and classified staff member of the District sick leave as specified by the appropriate collectively bargained agreement. Unrepresented staff shall be granted sick leave as determined appropriate by the Superintendent. These sick leave provisions will be no less than those provided for represented employees. Unused sick leave may be accumulated on a year-to-year basis up to a maximum of the number of contract days in a contract period, not to exceed one year (180 days).

The District may require a signed statement from a physician for any absence in excess of five (5) consecutive days. If sick leave benefits are exhausted, the Board may grant leave without pay for the balance of the year upon the recommendation of the Superintendent.

Attendance Incentive-In January of the year following any year in which a minimum of sixty (60) days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option of one of the following:

- 1) receive remuneration for unused sick leave accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of sixty (60) days;
- 2) add that year's sick leave to the staff member's accumulated sick leave; or,
- 3) request remuneration be forwarded to a VEBA III account in accordance with federal law, IRS procedures, and the appropriate collectively bargained agreement.

All such leave for which the staff member receives compensation shall be deducted from accumulated sick leave at the rate of four (4) days for every one day's monetary compensation.

A staff member may cash-out all accrued sick leave at the above rate at the time of separation due to retirement, provided that the retiree provides appropriate documentation. Such leave shall be accrued at the rate of no more than one (1) day per month.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four (4) days of leave. A certified copy of the death certificate must be submitted to the District office or proper documentation of court appointment as administrator of the estate.

An employee who is at least age fifty five (55), has ten (10) years of service in the retirement system, and is a member of either the teachers' or school employees' retirement system Plan 3, or is at least age fifty five (55), has at least fifteen (15) years of service in the retirement system and is a member of either the teachers' or school employees' retirement system Plan 2 may cash-out all accumulated sick leave at the rate of one(1) day monetary compensation for every four (4) days of leave at the time of separation from employment.

Earned sick leave shall not be accumulated in excess of 180 days as of December 31 of each year, except that an employee may exercise the annual January cash-out option for all days accumulated in excess of this maximum.

This policy is subject to all of the provisions stated in policy 5400-Annual Leaves.

First Reading:

Second Reading: 02/23/05

Review: Nov 21, 2006

REFERENCE:

AGO 1963-64, #98

AGO 1980, #22

RCW 28A.58.096

RCW 28A.58.099

WAC 392-136

CROSS REFERENCE:

Policy 5400