

## **Sick Leave**

### **Purpose**

The purpose of this policy is to define and outline the uses for sick leave.

### **Scope**

This policy applies to any regular full-time or part-time Valley School District employee.

### **Policy**

1. The district will grant each regular full-time, certificated and classified staff member of the district a total of twelve (12) sick leave days annually each September. Every employee holding a regular, part-time position also will be granted sick leave annually. The amount of sick leave granted to each regular, part-time employee will be prorated based on regularly-scheduled part-time workweek hours divided by forty (40). 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.
2. Sick leave may be applied to absence caused by illness or injury to an employee, or illness or injury to a family member of an employee as defined in the Family Medical Leave Act. Sick leave may be used for medical, dental or ocular appointments when absence during work hours for this purpose is authorized forty-eight (48) hours in advance by the appropriate supervisor.
3. The district may require a signed statement from a healthcare provider 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.
- 4. ATTENDANCE INCENTIVE**
  - 4.1. In January of the year following any year in which a minimum of sixty (60) days (480 hours) of sick leave is accrued, and each January thereafter, any eligible staff member may exercise the option to receive remuneration for unused sick leave accumulated in the previous year. The amount of remuneration shall be in an amount equal to one (1) day (8 hours) of monetary compensation of the staff member for each four (4) full days (32 hours) of accrued sick leave in excess of sixty (60) days.
  - 4.2. All such leave for which the staff member receives compensation will be deducted from accumulated sick leave at the rate of four (4) days for every one (1) day of monetary compensation.
  - 4.3. No employee may receive compensation under this section for any portion of leave for illness or injury accumulated at a rate in excess of one (1) day per month.
- 5. CONVERSION OF SICK LEAVE UPON SEPARATION**
  - 5.1. Eligible employees upon separation from the district 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 one hundred eighty (180) days (1,440 hours), to monetary compensation as allowed by law.

- 5.2. In order to receive reimbursement for unused sick leave the employee must have separated from such employment and have been granted a retirement allowance under the laws governing the teachers' retirement system, the public employees retirement system, or the school employees' retirement system, whichever applies.
- 5.3. Sick leave is converted to monetary compensation at the rate of twenty-five percent (25%) of any employee's current daily compensation multiplied by the number of hours (up to 180 days).
- 5.4. All sick leave hours converted to monetary compensation will be deducted from an employee's accumulated sick leave.
6. School districts and education service districts may, in lieu of monetary compensation as provided for in WAC 392-136-020, make payment to an organization for post-retirement medical benefits when each of the following conditions have been met:
  - 6.1. The organization is authorized under law to engage in the receipt and management of moneys for post-retirement medical benefits.
  - 6.2. The organization and the employee have furnished a signed statement holding the school district or education service district harmless for any loss, liability or damages that may occur arising from making the payment to the organization for post-retirement medical benefits.
  - 6.3. Moneys paid under this section for post-retirement medical benefits shall not be included for the purpose of computing a retirement allowance under any public retirement system in the state.
7. Conversion of sick leave is subject to the terms and limitations of state law, as now existing or hereafter amended.

**Related Procedures**

N/A

**Policy Cross References**

5404-Family, Maternity and Caregiver Leave

5406-Sharing Sick Leave

5412-Staff Vacations and Holidays

**Policy 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

WAC 392-136 – Finance — Conversion of accumulated sick leave

**Management Resources**

AGO 1980 No. 22 – Limitation on compensated leave for school district employees

AGO 1964 No. 98 – Sick leave for certificated and non-certificated employees

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	September 17, 2014
Revised	
Revised	
Revised	