

Annual Conversion of Accumulated Sick Leave

- A. Sick leave shall mean leave granted to an employee for the purpose of absence from work with pay in the event of illness and/or injury, as provided by applicable district policy, collective bargaining agreement, or board of directors action.
- B. An eligible employee is a current employee who
 - 1. has accumulated in excess of sixty (60) full days of unused sick leave at a rate of accumulation no greater than one full day per month (12 days per year maximum) as of the end of the previous calendar year and
 - 2. provides written notice to the district business office no earlier than January 1 and no later than January 31 of his or her intent to convert excess sick leave days to monetary compensation.
- C. The term full-time daily rate of compensation shall mean the salary of an employee or classification of employees for each full day of employment exclusive of supplemental pay such as co-curricular pay, overtime pay, standby pay and premium pay, and exclusive of fringe benefits such as health insurance premiums and other forms of insurance premiums.
- D. The number of sick leave days which an eligible employee may convert shall be determined by
 - 1. taking the number of sick leave days in excess of the sixty full days which were accumulated by the employee during the previous calendar year at a rate of accumulation no greater than one full day per month of employment (12 days per year maximum);
 - 2. subtracting therefrom the number of sick leave days used by the employee during the previous calendar year; and
 - 3. the remainder, if positive, shall constitute the number of sick leave days which may be converted to monetary compensation.
- E. All sick leave days converted pursuant to this policy shall be deducted from an employee's accumulated sick leave balance.
- F. Compensation received pursuant to this policy shall not be used for the purpose of computing a retirement allowance under any public retirement system in Washington State.