

PERSONNEL

Attendance Incentive Program

This policy shall apply only to non-represented certificated administrators and non-represented classified employees.

1. Annual Conversion of Accumulated Annual Leave

Each January, any employee who at the end of the immediately previous calendar year shall have accumulated in excess of sixty (60) days of unused sick leave may elect to convert unused sick leave earned the previous year in excess of sixty (60) days to monetary compensation at the rate of 25% of the employee's current, full-time daily rate of compensation for each full day of eligible sick leave. The employee's full-time, daily rate of compensation shall be calculated as follows: 1/260th for annual (twelve-month), non-represented classified employees; 1/actual number of workdays for non-annual (less than twelve-month), non-represented classified employees; and 1/actual number of workdays for annual (twelve-month) certificated administrators. Any such election shall be made by the employee providing written notice to the Superintendent during the month of January of his/her intent to convert excess sick leave days to monetary compensation. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of applicable statutes and regulations.

2. Conversion of Sick Leave Upon Separation from Employment

Any eligible employee, as defined by RCW 28A.400.210(2) may elect (personally or by his/her personal representative, as appropriate) to convert accumulated, unused sick leave days to monetary compensation at the rate 25% 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. The employee's full-time daily rate of compensation shall be calculated as follows: 1/260th for annual (twelve-month), non-represented classified employees; 1/actual number of workdays for non-annual (less than twelve-month), non-represented classified employees; and 1/actual number of workdays for annual (twelve-month) certificated administrators. Any such conversion of sick leave upon retirement or death shall be subject to the terms and limitations of applicable states and regulations.

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| Legal References: | RCW 28A.400.210 | Employee attendance incentive program— |
| | Chapter 392-136 WAC | Remuneration for unused sick leave. |
| | | Conversion of Accumulated Sick Leave |

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