

Sick Leave and Attendance Incentive Program

The district will grant each full-time, certificated and classified employee of the district sick leave days annually in accordance with collective bargaining agreements.

The district may require a signed statement from a health care provider for any absence due to sick leave.

Attendance Incentive

In January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible employee may exercise an option either:

- A. To receive remuneration for unused sick accumulated in the previous year in an amount equal to one day's monetary compensation of the employee for each four full days of accrued sick leave in excess of 60 days; or
- B. To add that year's sick leave to the employee accumulated sick leave.

All such leave for which the employee receives compensation will be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation.

A employee may cash-out sick leave in accordance with applicable law, at the above rate at the time of separation due to retirement, provided that the retiree provides documentation from the appropriate state retirement system. Such leave will be accrued at the rate of no more than one day per month.

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

An employee who is at least age fifty five (55), has ten 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, has at least fifteen 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 accumulated sick leave at the rate of one day's monetary compensation for every four days of leave at the time of separation from employment.

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

Adoption Date: 11.20.12
Bellevue School District
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