



Annual Sick Leave Conversion

(Buy Back)

Return to the Payroll Office no later than January 31

In accordance with RCW 28A.400.210, school district employees, meeting certain eligibility requirements, may request pay for unused sick leave on an annual basis. Sick leave conversion requests will be paid on the February pay warrant. Employees requesting to buy back unused sick leave **earned in the prior calendar year** need to meet the following requirements:

Eligibility

- You must have a **minimum of sixty days of sick leave hours (hours per day X 60) accrued by December 31.**
- Hour's front loaded for the current school year is subtracted from current balance (January through August - 8 months) (hours per day x 8)
- Only the sick leave hours you have accrued and **not used** during the prior calendar year (**not school year**) are eligible for Annual Sick Leave Buy Back. (donated leave is not considered used leave)
- Annual Sick leave Buy Back is paid at one hour for every four sick leave hours (25%).

VEBA Eligibility

- Bargaining Group - Current signed VEBA Plan Agreement
- Employees who have accumulated 180 days or more of unused sick leave – Cash Out to VEBA Required

Last Name

First Name

Bargaining Group

Building / Department

I request to buy back _____ Sick Leave Hours

OR

I request to buy back the maximum Sick Leave hours Eligible ☐

Employee Signature _____

Date

(Payroll Use Only Calculation of Sick Leave Conversion)

Hours Per Day	_____	
Current Sick Leave Balance Dec 31	_____	Max Hours Buy Back _____
Less Hours per day X 8 Mo (Jan-Aug Frontload Current Year)	_____	Less S/L Used Prior Year Jan-Dec _____
Total Prior Year Balance	_____	Eligible Hours Buy Back _____
Less Hours Per Day X 60 Days	_____	VEBA (180 Days S/L Balance) Yes ☐ No ☐
Hours Greater Than 60 DAYS	_____	