SICK LEAVE: 5401

I. Sick Leave

The District shall grant each full-time, certificated and classified staff member of the district twelve (12) sick leave days annually. 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.

The District may require a signed statement from a physician 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.

II. Attendance Incentive

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

1. To receive remuneration for unused leave sick accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four (4) full days of accrued sick leave in excess of sixty (60) days; or

2. To add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation shall be deducted from accumulated sick leave at the rate of four (4) days for every one (1) day's monetary compensation.

A staff member may cash-out all accrued sick leave 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 shall be accrued at the rate of no more than one (1) day per month.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one (1) day's monetary compensation for every four (4) days of leave. A certified copy of the death certificate must be submitted to the District office or proper documentation of court appointment as administrator of the estate.

An employee who is at least age fifty-five (55), has ten (10) years of service in the retirement system, and is a member of either the teacher's or school employees' retirement system Plan 3, or is at least age fifty-five (55), has at least fifteen (15) 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 all accumulated sick leave at the rate of one (1) day's monetary compensation for every four (4) days of leave at the time of separation from employment.

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Earned sick leave shall not be accumulated in excess of 180 days as of December 31 of each year, except that an employee may exercise the annual January cash-out option for all accumulated days in excess of this maximum.

Cross References:	Administrative Policy – 5400	Leaves of Absence
	Administrative Policy – 5402	Maternity Leave
	Administrative Policy – 5404	Family and Medical Leave
	Administrative Policy – 5406	Leave Sharing
	Administrative Policy – 5409	Discretionary Leave

Legal References:	RCW 28A.400.210	Employee attendance incentive program – Remuneration for unused sick leave
	RCW 28A.400.300	Hiring and discharging employees–Written leave –Seniority and leave benefits of employees transferring, between school districts and other educational employers
	RCW 41.04.(650-665)	Leave sharing program
	RCW 49.12.270	Sick leave, time off–Care of family members
	RCW 49.78	Family leave
	WAC 162.30.020	Pregnancy, childbirth, and pregnancy related conditions
	WAC 392-136	Conversion of accumulated sick leave
	AGO 1963-64 No. 98	Sick leave for certificated and non-certificated employees
	AGO 1980 No. 22	Limitation on compensated leave for school district Employees
	P.L. 103-3	Family Medical Leave Act of 1993