

PERSONNEL



Pay for Unused Sick Leave Upon Retirement

Employees who retire with Virginia Beach City Public Schools (VBCPS) or who cannot medically return upon exhaustion of long-term illness leave are eligible to have remaining accumulated sick leave purchased by the School Division. No other payment for accumulated sick leave will be paid to any other employee.

A. Payment for Accumulated Sick Leave Due to Retirement

For the purpose of reducing the incidence of absenteeism, an employee, upon termination retirement, may elect to have his/her/their accumulated sick leave purchased by the ~~school~~ School Division subject to the following conditions:

1. Accumulated sick leave days will be purchased only from employees who are officially and immediately retiring under the provisions of the VRS upon separation from VBCPS. No other payment for accumulated sick leave will be paid to any other employee.
2. The request must be received in the Department of Human Resources no later than five (5) work-days after the effective date of retirement.
3. Unused sick leave will be compensated at the rate of twenty-five percent (25%) of the employee's per diem at the time of retirement¹.

B. Payment for Accumulated Sick Leave Due to Separation under Long-term Illness

- 3.1. If an employee is not medically released to return to work upon exhausting the twelve (12) calendar months of absence under Regulation 4-45.6, and they still have remaining unused sick leave, the sick leave may be purchased at the rate

of twenty-five percent (25%) of the employee's per diem at the time of this separation¹.

2. The request must be received in the Department of Human Resources no later than five (5) workdays after the effective date of separation. If the employee does not request payment within this time frame, all remaining accumulated sick leave will be held in accordance with Regulation 4-45.1. The sick leave then expires if an employee fails to return to employment with the School Division within ten (10) years of the employee's separation.

Editor's Note

See School Board Regulation 4-45.1, Sick Leave

Related Links

School Board [Regulation 4-45.1](#)

[School Board Regulation 4-45.6](#)

Approved by Superintendent: July 16, 1991

Revised by Superintendent: September 15, 1992

Revised by Superintendent: April 19, 1994

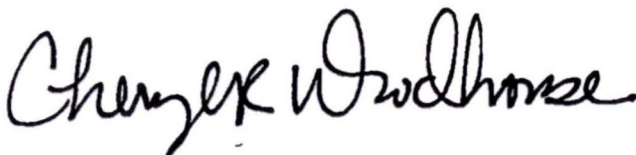
Revised by Superintendent: December 13, 2002

Revised by Superintendent: November 29, 2017 to be **effectveeffective** January 1, 2018

Revised by Superintendent: ,2023

Footnotes

¹ Minimum rate will be no less than thirty (\$30) per day.



APPROVED AS TO
LEGAL SUFFICIENCY

