

## Sick Leave

The district will grant each full-time, certificated and classified staff member of the district sick leave days annually in accordance with collective bargaining agreements. 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 health care provider for any absence in excess of five 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.

### **Attendance Incentive (Option A Pertains to Ritzville School District Only)**

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 staff member 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 staff member 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 staff member's accumulated sick leave.

All such leave for which the staff member receives compensation will be deducted from accumulated sick leave at the rate of four days for every one 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 will be accrued at the rate of no more than one 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 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, 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 all 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.

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

Legal References: [RCW 28A.400.210](#)

[RCW 28A.400.300](#)

Employee attendance incentive program —  
Remuneration or benefit plan for unused sick  
leave  
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