

SICK LEAVE**Compliance with RCW 28A.400.300**

The Richland School District will grant each certificated and classified employee of the district sick leave in accordance with RCW 28A.400.300 and applicable collective bargaining agreement.

Attendance Incentive Program

Eligible employees under RCW 28A.400.210 may cash out accumulated sick leave on an annual basis in accordance with WAC 392-136-015 and WAC 392-136-020. If an eligible employee elects to cash out their unused sick leave that has accrued beyond 60 days of sick leave, they must notify their employer of their election during the month of January of the following year.

Employees Covered by RCW 49.46.210

For employees covered by RCW 49.46.210, the district will comply with that statute and the regulations that implement it. The superintendent or designee may adopt a procedure that addresses sick leave use by employees covered by RCW 49.46.210.

Verification

For employees not covered by RCW 49.46.210, the district may require those employees to provide verification for the need to take sick leave when they take more than three consecutive days of sick leave.

Unpaid Leave

Employees who exhaust their paid sick leave may request unpaid leave. At its discretion, the district will determine whether to grant unpaid leave. If an employee does not receive approval for unpaid leave, but nonetheless does not attend work, they will be considered absent without leave and may be subject to discipline to the point of but not excluding termination.

RSD #400

Legal References: RCW 49.46.200 Paid sick leave
 RCW 49.46.210 Paid sick leave-Authorized purposes-Limitations-Family member-defined
 Chapter 296-128 WAC Minimum Wages
 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 schools districts and other educational employers
 WAC 392-136 WAC Finance - Conversion of Accumulated Sick Leave
 AGO 1964 No. 98 Sick leave for certificated and non-certificated employees
 AGO 1980 No. 22 Limitation on compensated leave for school district employees

Adopted: September 10, 1991
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