Title: **Sick Leave**
Code: 5401
Section: WSSDA Model Policies
Section: 5000 - Personnel

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

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.

Adopted: **06.26**
Classification: **Critical**
Revised Dates: **11.26**

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 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

Management Resources:

- 2026 - March Issue
- 2017 - December Policy Issue

Cross References:

- 5021 - Conflicts Between Policy and Bargaining Agreements
- 5406 - Leave Sharing

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