

## **Cle Elum-Roslyn School District No. 404**

### **Board Policy**

**Policy: 5401**  
**Section: 5000 - Personnel**

## **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 healthcare provider for any absence in excess of three consecutive days unless such is in conflict with a negotiated collective bargaining agreement and in that case the CBA will prevail. In cases where a healthcare provider statement is required by the district and is not forthcoming, the district may deduct pay commensurate with the number of missed work hours not substantiated by such statement. In cases of suspected abuse of the use of sick leave, the superintendent may require a signed statement from a healthcare provider for any absence.

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**

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 to either:

- A. Receive remuneration for unused sick leave accumulated in the previous year (maximum of 12 days) in an amount equal to one day's monetary compensation for each four full days of accrued sick leave, 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 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 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

Adoption Date: 9.14.98

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