

# ANNUAL SICK LEAVE CONVERSION (*Buy Back*)

January 2019

RCW 28A.400.300 states:

(v) Leave provided in this proviso not taken **shall accumulate from year to year up to a maximum of one hundred eighty days for the purposes of RCW 28A.400.210 and 28A.400.220, and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year.** Such accumulated time may be taken at any time during the school year or up to twelve days per year may be used for the purpose of payments for unused sick leave.

Even though the accumulated balance may be higher due to contracted work days, **only 180** days are eligible for cash-out at retirement or resignation in accordance with District policies and state law.

In accordance with RCW 28A.400.210, school district employees, meeting certain eligibility requirements, may request pay for unused sick leave on an annual basis. Sick leave conversion requests will be paid on the February 28<sup>th</sup>, 2019 pay warrant. Employees wishing to buy back unused sick leave **earned in the calendar year 2018** need to meet the following requirements:

## **ELIGIBILITY** (Prorate hours if less than a 1.0 FTE)

1. You must have a minimum of sixty days of sick leave accrued by December 31, 2018. Your sick leave balance is stated in hours in Employee Access and on the payroll statement. Don't forget to deduct sick leave taken December 1<sup>st</sup> – 31<sup>st</sup> from the current balance listed.
2. Only the **days you personally have not used of the sick leave issued during the 2018 calendar (not school) year** are eligible. Donated sick leave days do not count as "used during the 2018 year". Accumulated sick leave from prior years is ineligible for this annual cash out.
3. Your current sick leave balance include days front loaded for 2018-2019 (January through August).
4. Only those days in excess of 60 days are eligible for conversion (divide your total sick leave hours by average hours worked per day to determine number of sick days available.)
5. Sick leave conversion is paid at one day for every four sick days (25%). Payroll calculations for buy back will be based on the maximum hours you indicate on the conversion form below.
6. Some bargaining agreements require that qualifying annual sick leave conversion be paid to a VEBA account rather than directly to the employee. Check your bargaining agreement or with your union representative to determine if your agreement requires payment to VEBA.

## **IF YOU QUALIFY**

Please complete the form below:

1. Write the maximum hours you wish to submit for sick leave conversion. Payroll will audit your leave to verify hours eligible for buy back.
2. **Completed buy back forms must be submitted to the Payroll Office no later than January 31, 2019.**

**- NO EXCEPTIONS -**

## **SICK LEAVE CONVERSION (*Buy Back*) REQUEST**

Legal Name (please print)

Position

Building / Department

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**I wish to buy back \* \_\_\_\_\_ HOURS.**

**\*If you wish to buy back all available hours, write "ALL" in the blank.**

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date signed