

## **SICK LEAVE**

### **I. Paid Sick Leave for Certificated and Classified Staff Members**

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

Unused sick leave days may be accumulated 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.

The district may require a signed statement from a healthcare provider for any absence in excess of three (3) consecutive days. Pursuant to WAC 296-128-660, if the district requires such verification from a nonexempt staff member and the staff member believes obtaining verification would result in an unreasonable burden or expense, the staff member may contact [insert point of contact] orally or in writing. Verification must be provided to the district within 10 calendar days of the first day a nonexempt staff member used paid sick leave to care for themselves or a family member.

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/designee.

### **II. Attendance Incentive Program for Certificated and Classified Staff Members**

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 an eligible separation from employment as set forth in RCW 28A.400.210 and Chapter 392-136 WAC.

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 and proper documentation of court appointment as administrator of the estate must be submitted to the district office.

### **III. Additional Paid Sick Leave Provisions**

A. Nonexempt Staff Members



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

**Revised Dates: February 24, 2020; February 28, 2023; July 25, 2023**  
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**College Place School District No. 250**