

**Attendance Incentive**

During each January, any employee who at the end of the immediately previous calendar year shall have accumulated in excess of 60 days of unused sick leave may elect to convert unused sick leave earned the previous year in excess of 60 days to monetary compensation at the rate of 25 percent of the employee's current, full-time daily rate of compensation for each full day of eligible sick leave. Any such election shall be made by written notice to the Payroll Department during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of applicable state regulations.

An employee who separates from employment with the District and is (a) at least age fifty-five (55), 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 who is (b) at least age fifty-five (55), has at least fifteen years of service in a retirement system and is a member of either the teachers' or school employees' retirement system plan 2 may convert all eligible accumulated unused sick leave days to monetary compensation at the rate of 25 percent of the employee's full-time daily rate of compensation at the time of separation. Any such conversion of sick leave upon separation of employment shall be subject to the terms and limitations of applicable state regulations.

Earned sick leave shall not be accumulated in excess of 180 days as of December 31 of each year, except that an employee may exercise the annual January cashout option for all days accumulated in excess of this maximum.

Any employee who shall retire or who shall die while employed by the District may elect (personally or by his/her personal representative, as appropriate) to convert accumulated unused sick leave days to monetary compensation at the rate of 25 percent of the employee's full-time daily rate of compensation at the time of termination from employment for each full day of eligible sick leave. Any such conversion of sick leave upon retirement or death shall be subject to the terms and limitations of applicable state regulations.

The district will terminate this program immediately upon the failure of the voters to approve a Maintenance and Operations Levy.

Legal References:	RCW 28A.400.210	Employee Attendance Incentive program-Remuneration for Unused Sick Leave. WAC
	392-136	Conversion of Accumulated Sick Leave
Adopted:	February 5, 1996	North Thurston School District Board of Directors
Amended:	August 24, 2010	North Thurston Public Schools Board of Directors