

POLICY

COMPENSATION FOR UNUSED SICK LEAVE: ELIGIBLE EMPLOYEES MAY RECEIVE MONETARY COMPENSATION FOR ACCRUED SICK LEAVE PURSUANT TO RCW 41.04.340.

1. ELIGIBLE EMPLOYEES.

An eligible employee means any full-time employee of Shoreline Community College District Number Seven entitled to accumulate sick leave and for whom accurate sick leave records have been maintained, except that no employee may receive compensation under this section for any portion of sick leave accumulated at a rate in excess of one (1) day per month.

2. TWO SICK LEAVE ACCOUNTS

Earned sick leave shall be accounted for in two separate accounts, compensation and auxiliary. The compensation account shall accrue at the rate of one (1) day per month with all days earned in excess of one (1) day per month credited to the auxiliary account. All days shall be calculated to the nearest tenth.

3. PREVIOUS ACCRUED SICK LEAVE.

Employees with accrued sick leave under previous leave policies shall have such accruals divided between the two accounts so that not more than one (1) day per month shall be credited to the compensation account. All sick leave days accrued in excess of one (1) day per month shall be credited to the auxiliary account. However, prior to June 12, 1980, the maximum total sick leave accrual allowed in the two accounts was 180 days. Therefore, if prior to June 12, 1980, a total of 180 days had been accrued in the two accounts, no further sick leave days (either for the compensation or auxiliary account) would have been earned or accumulated until after June 11, 1980. To earn one (1) compensable sick leave day per month, the full-time employee must work or be contracted to work at least one (1) day during that month.

4. ANNUAL COMPENSATION.

In January of each year, and at no other time, an eligible employee whose year-end compensable sick leave balance exceeds sixty (60) days may elect to be paid for those compensable sick leave days above sixty (60) accrued but not used in the previous calendar year at the rate of one (1) day's pay for every four (4) full days of compensable leave. In determining the number of unused leave days, the College shall first subtract the number of sick leave days used from the number of compensable days earned during that calendar year. Any remaining sick leave days used during the previous year shall be deducted from the auxiliary account until that account reaches a zero (0) balance and then again deducted from the compensation account. Leave days for which compensation has been paid shall be

4. ANNUAL COMPENSATION. (continued)

permanently deducted from the employee's compensation account. In January, 1981, eligible employees who had 180 days of sick leave accumulated as of January, 1980 may be paid only for unused compensable leave earned on or after June 12, 1980.

5. COMPENSATION AT SEPARATION.

Eligible exempt staff and non-teaching faculty who separate from the District on or after September 1, 1979, and eligible teaching or research faculty who separate from the District on or after June 12, 1980, due to retirement or death, shall be compensated for their unused compensable sick leave accumulation at the rate of one (1) day's pay for every four (4) full days of unused compensable leave. Compensation shall be based upon the employee's salary at the time of separation. Retirement shall not include "vested-out-of-service" employees , ,4ho leave funds on deposit with the retirement system. For employees who are members of the TIAA-CREF retirement system, retirement eligibility criteria as required by Teachers Retirement System (for age and years of service only) must be met in order to receive sick leave compensation. For those employees who separate from the District on or after June 12, 1980, and who are eligible for compensation under this policy, payment shall be delayed until July 1, 1981 and shall be paid on the first July 1981 state payroll date provided that interest at the rate of eight percent (8%) per year shall be added from the date of separation to the date of payment.

6. EXCLUSIONS.

Compensation for unused sick leave shall not be used in computing the retirement allowance; therefore, no contributions are to be made to the retirement system for such payments, nor shall such payments be reported as compensation. An employee who separates from the District for any reason other than retirement or death shall not be paid for accrued sick leave.

7. FACULTY AND EXEMPT STAFF SALARY AGREEMENTS.

Current sick leave provisions in the faculty and exempt staff salary agreements shall continue in effect until those agreements expire.

Adopted by:
Board of Trustees 1/23/81