

Tumwater School District Procedures

SICK LEAVE

Any employee absent from work for more than five consecutive days due to injury or illness shall submit a Leave of Absence Application and provide a doctor's statement of illness. A doctor's release may be required prior to returning to work.

Attendance Incentive

In January of each year, the district will notify staff members eligible to cash out accrued sick leave as of December 31 under the district's attendance incentive policy as described in Board Policy 5401.

Cash Out on Separation from Employment

Upon separation from employment, a staff member may cash out accrued sick leave as provided by law.

In lieu of cashing out sick leave for a retiring staff member, the district may make a payment for post retirement medical benefits through a Voluntary Employee Beneficiary Association (VEBA) plan as provided in Board Policy 6502.

The administrator of the estate of a deceased staff member may also cash out accumulated sick leave at the same rate as a retiring staff member. A certified copy of the death certificate must be submitted to the district office and proper documentation of appointment as administrator of the estate.

Sick Leave to Supplement State Industrial Insurance

When a staff member's absence is compensated by State Industrial Insurance, accrued sick leave will be used to maintain the staff member's normal monthly earnings, unless the staff member requests that sick leave not be used for this purpose. After determining the staff member's monthly time loss payments from the Department of Labor and Industries and/or the ESD 113 Workers Compensation Trust, the district will calculate the dollar amount needed to maintain the staff member's normal monthly salary. To the extent accrued sick leave is available, the district will pay the additional salary and deduct accrued sick leave equal in value to the additional salary paid.

Shared Leave

Staff Members that have exhausted accumulated sick leave may be eligible to apply for shared leave pursuant to Board Policy 5406.

ADOPTED: February 7, 2007

REVISED: May 23, 2013