

**POLICY NO. 4310**  
**Adopted: 9-28-83**

**ATTENDANCE INCENTIVE PROGRAM**

**POLICY:**

In order to encourage regular attendance by all certificated and classified Lake Stevens School District employees, the following Attendance Incentive Program is hereby established.

**ATTENDANCE INCENTIVE PROGRAM**

**PROCEDURES:**

1. Annual Conversion of Accumulated Sick Leave

Commencing in January 1984, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four full days of accrued leave for illness or injury in excess of sixty days. Leave for illness or injury for which compensation has been received shall be deducted from accrued leave for illness or injury at the rate of four days for every one day's monetary compensation. One day's monetary compensation shall mean the salary of the daily rate of pay for an employee for each full day of employment, exclusive of supplemental pay, overtime pay, stand-by pay, and premium pay, and exclusive of fringe benefits such as health insurance premium and other forms of insurance premiums.

Employees shall give written notice to the Superintendent by January 10 if they desire to exercise the option to receive remuneration for unused leave for illness or injury in excess of sixty days. The actual payment will be made on the employee's regular wage payment for February. At no time may a staff member's accumulated sick leave be reduced below sixty days to take advantage of this option.

2. Conversion of Sick Leave Upon Retirement or Death

Any employee who, on or after June 12, 1980, shall retire or 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 a rate equal to one day's current monetary compensation of the employee's full-time daily rate of compensation for each four full days accrued leave for illness or injury. Any such conversion of sick leave upon retirement or death shall be subject to the terms and limitations of RCW 28A.58.095 48 legislature, 1983 Regular Session.

3. Calendar Year and Days

- a. The calendar year (January 1 through December 31) is the accounting period used in determining eligible sick leave balances for the annual buy out. Thus, an employee's balance on December 31 is the figure used in computation.
- b. Sick leave is credited to an employee's account at the start of the school year but for buy back purposes leave is earned at a rate of one (1) day per month.

#### 4. Definition of Terms

4.1. "Retirement" shall be defined as separation from school employment and:

- 4.1.1 satisfying eligibility requirements of the Washington Teachers' retirement System; or
- 4.1.2 satisfying eligibility requirements of the Public Employees' Retirement System; or
- 4.1.3 nonmembers of 4.1.2 or 4.1.3 above shall satisfy the requirements of

4.2 "Daily Rate of Pay" shall be determined by:

- 4.2.1 Contracted employees: 
$$\frac{\text{Contract amount}}{\text{Contracted days}}$$
- 4.2.2 Hourly employees less than full time: hourly rate times hours in employee's "full day"
- 4.2.3 Salaried, full time (8 hour days) 
$$\frac{\text{annual salary}}{2080 \times 8 \text{ hours}}$$
- 4.2.4. salaried, part time: 
$$\frac{\text{annual salary}}{\text{annual hours} \times \text{hours per day}}$$

4.3 "Current" shall be defined as the rate of pay at the time of annual buy back, retirement, or death.

4.4 "Full Day" is defined as the number of regular hours that are worked per day at time of the buy out. An employee's total accumulative "full days" will be determined by dividing the number of hours of

the current “full day’ into the sum total of the employee’s total accumulative hours of unused sick leave.

- 4.5 “Eligible Employee” is defined as an employee who has accumulated an excess of sixty “full days” of sick leave.
- 4.6 The amount of the maximum “accumulated unused sick leave days” that one can accumulate for purposes of retirement buy out shall be determined by statute.