

## FINANCIAL MANAGEMENT

### Attendance Incentive Program

In order to encourage regular attendance by all certificated and classified employees, the following attendance incentive program is hereby established:

1. Annual Conversion of Accumulated Sick Leave

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 cover unused sick leave accrued 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 payroll during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of [WAC 392-136-015](#).

2. Conversion of Sick Leave Upon Retirement or Death

Each eligible employee who is employed by the Kennewick School District as of June 12, 1980, or thereafter and who subsequently terminates employment due to either retirement or death, may personally, or through his or her estate, in the event of death, elect to convert all eligible, accumulated sick leave days to monetary compensation at the rate of 25 percent of an employee's full-time daily rate of employment for each full day of eligible sick leave. Any such conversion of sick leave upon death or retirement shall be subject to the terms and limitations of [WAC 392-136-020](#).

Legal Reference: [WAC 392-136](#) Conversion of Accumulated Sick Leave

Adopted: September 9, 1992