

APPLICATION FOR ANNUAL SICK LEAVE CASHOUT

Highline Public Schools #401

15675 Ambaum Boulevard S.W.

Burien, WA 98166

Instructions: Complete this application form if you elect to receive payment for sick leave accumulated during the previous calendar year. **Completed forms must be received by the Payroll Department no later than Friday, January 29, 2021.**

PLEASE TYPE OR PRINT.

Print Employee Name

Employee ID Number or Social Security Number

School / Department

Admin ☐ Cert ☐ Class ☐

(If an administrator, please check whether you are Cert or Class.)

**FOR PAYROLL
USE ONLY**

EE ID NUMBER

ELIGIBLE?

YES ☐ NO ☐

Payroll Officer

In accordance with WAC 392-136-015, I elect to convert all sick leave days accumulated during the previous calendar year, in excess of 60 days, less days taken, to monetary compensation as provided by this law. I understand that this remuneration will not be included as earnable compensation for any retirement system.

All sick leave days converted for the cashout will be deducted from my current sick leave balance.

Cash outs will be processed on the February 26, 2021 payroll.

Please Note: If your group voted for the annual sick leave cash out to VEBA option, and you meet the criteria (have over 180 days in your sick leave balance), your cash out money will be sent in to your VEBA account. For those who qualify, a form must be completed and submitted in order to avoid forfeiture of eligible hours.

Employee Signature

Today's Date

YOUR COMPLETED FORM MUST BE RECEIVED BY THE PAYROLL DEPARTMENT BY:

Friday, January 29, 2021.

(ONLY completed applications **received** in the Payroll Department by the above date will be considered.)

**SEE REVERSE SIDE FOR QUESTIONS AND ANSWERS
REGARDING ANNUAL SICK LEAVE CASHOUT.**

GENERAL QUESTIONS AND ANSWERS REGARDING THE ANNUAL SICK LEAVE CASHOUT

FEBRUARY 2021

Q1. *Who is eligible to cash out sick leave?*

A1. Employees who have earned over 60 days of accumulated sick leave may cash out those days earned but unused from the previous calendar year.

Q2. *How many sick leave days may I cash out?*

A2. Those unused sick leave days over 60 days which were earned during the 2020 calendar year (January 1, 2020 to December 31, 2020).

Q3. *How do I calculate the number of days of sick leave I may cash out?*

A3. Remember, you may only cash out the number of sick leave days you have accumulated and not used during the previous calendar year if in excess of 60; and for each four days you can cash out, you will be paid for one.

Q4. *If I choose to cash out my sick leave, how is the daily rate of pay calculated?*

A4. For teachers, divide your annual base teacher salary, less any supplemental contract monies you may have, by 183 to get your daily rate. All administrators would divide by 223. For classified employees, your hourly rate times the number of hours assigned per day will give you your daily rate.

Q5. *If I cash out my sick leave, how will that affect my balance?*

A5. Employees who earned 12 days during 2020 and did not use any sick leave days, cashing out will reduce your sick leave balance by 12 days and you will receive three days' pay. In other words, for each day of pay received, four days will be deducted from your sick leave balance.

Q6. *How often may I cash out my sick leave?*

A6. Current state law allows for sick leave cashout to be available annually during the month of January, but only for those days accumulated during the preceding calendar year; or, sick leave can be accumulated and cashed out at retirement or in the event of death of an employee. Consistent with state law, a maximum of 180 days may be cashed out at retirement.

Q7. *My bargaining group voted for annual sick leave cash out to VEBA. What does that mean?*

A7. If your group voted for annual sick leave cash out to VEBA during the annual vote, all employees in that group with over 180 days, must complete a cash out form. According to the vote, if a form is not received, all hours eligible for the annual cash out to VEBA will be forfeited (lost).