

Washougal School District #112
2016 APPLICATION FOR UNUSED SICK LEAVE

Name: _____ School: _____

- Mark the box if you would like to buy back your maximum eligible sick leave hours. Sign, date, and return this form to the district office. We will determine your maximum eligibility. (If you would like to buy back less than the total eligible amount, please enter the total days you would like cashed out below.

_____ TOTAL NUMBER OF SICK LEAVE DAYS TO BE CASHED OUT

A school employee may elect to receive cash for an unused portion of sick leave at their daily salary rate under the following conditions:

- a) A minimum sick leave balance of sixty (60) days has been accumulated as of the December 31, 2016
- b) The maximum number of days available to buy back shall be no more than the number of days earned during 2016 minus any sick leave used in 2016
- c) The rate of buyback shall be 4:1. (ex: 12 days available for buy back x .25 = 3 days paid out)
- d) Application (this form) must be completed and returned to the District Office Payroll Dept on or before January 31, 2017.

In accordance with RCW 28A.400.210, the undersigned elects to convert eligible accumulated unused sick leave days to monetary compensation as provided by law.

The undersigned understands that this remuneration shall not be included as earnable compensation in any state retirement systems.

As additional information, per WAC 392-136-020, an eligible employee can only convert a maximum of 180 days of sick leave to monetary compensation upon retirement.

Signature Date

DISTRICT OFFICE USE ONLY:

		In Hours
1	Sick leave balance as of December 31, 2016	
2	Less sick leave front load for 2017 [ex: 8mo(Jan-Aug) x 7hrs =56 hrs]	
3	Balance: Line 1 minus Line 2 (must equal more than 60 days to be eligible)	
4	Eligible sick leave hours for conversion= (sick hrs earned between Jan-Dec 2016 minus sick hrs used between Jan-Dec 2016)	
5	Buyback hours at conversion rate 4:1 = (eligible hours X .25)	

Cost of Buyback:

Buyback Hours _____ x Hourly Rate _____ = \$ _____

Account Code: _____