

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: GRANTING OF SICK LEAVE, ATTENDANCE  
INCENTIVE PROGRAM, AND RETIREMENT OR DEATH, SICK LEAVE  
PAYOFF - FACULTY**

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**Operational Policy Number: 622**

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The accrual and granting of sick leave, the attendance incentive program, and the retirement sick leave payoff for classified employees shall be administered in accordance with the Department of Personnel, Higher Education Unit regulations. For full-time faculty the following policy shall apply regarding sick leave.

**I. Accrual and Granting of Sick Leave (Faculty)**

In accordance with RCW 28B.50.551, as amended by the 46th Legislature, 1980 Regular Session, it is the policy of Community College District #2 to accrue and grant leave to faculty for illness, injury, bereavement and emergencies as follows:

**A. Accrual of Sick Leave**

1. Faculty under contract for employment at full-time for at least three consecutive quarters will be granted one day of sick leave for each calendar month of employment during which services are rendered. These days will be allotted at the commencement of the contract period. Faculty with annual contracts of less than full-time will receive a pro rata share of sick leave. Faculty who retire or become deceased during a contract period will be eligible for sick-leave reimbursement only up to a limit of one leave day per month for the months worked. Any days of leave that have been claimed beyond that limit shall be converted to leave without pay, with an appropriate adjustment made to the faculty member's final paycheck.

Part-time academic employees shall be entitled to one (1) instructional contact hour of leave for every twenty (20) instructional contact hours. This leave may be taken without salary deduction, for illness, injury, bereavement and emergency, provided that prior notification is given to the appropriate management supervisor whenever possible. This leave is non-cumulative. It is allotted at the beginning of the contract period.

2. In addition to the first three quarters of employment accumulation as described above, such entitlement may continue to be accumulated after the first three-quarter period of employment for sick leave eligible employees at the same rate (if there is no change to the percent of FT).
3. Leave for illness, injury, bereavement and emergencies heretofore accumulated pursuant to Washington State law, rule, regulation or policy by persons presently employed by Grays Harbor College shall be added to such leave which is accumulated at Grays Harbor College.

4. Leave accumulated by a person at Grays Harbor College prior to ceasing employment shall have the leave reinstated when he/she returns to the employment of Grays Harbor College.
5. Except as otherwise provided in this policy, accumulated leave under this section which is not taken at the time a person retires or ceases to be employed by Grays Harbor College, shall not be compensable

B. Granting of Sick Leave

Leave for illness, injury, bereavement and emergencies will be granted to faculty as appropriate, when approved by the president or his/her designee.

II. Attendance Incentive Program

In accordance with RCW 41.04.340, as amended by the 46th Legislature, 1980 Session, an attendance incentive program is established for faculty of Grays Harbor College who are eligible to accumulate leave, and for whom accurate sick leave records have been maintained. As prescribed by law, no employee may receive compensation under this section for any portion of sick leave accumulated at a rate in excess of one day for each calendar month during which services are rendered.

In January of the year following any year in which a minimum of sixty days of sick leave is accumulated, and each January thereafter, any eligible employee may receive remuneration for unused sick leave accumulated in the previous calendar year at a rate equal to one day's monetary compensation of the employee for each four full days of accumulated sick leave in excess of sixty days. The accumulation of sick leave for this calculation is based on one day per month through the end of December of each year. Sick leave for which compensation has been received shall be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation. (This provision is available January, 1981, for faculty.)

The following specific procedures shall apply in administering the attendance incentive program for faculty at Grays Harbor College.

A. Separate Categories for Sick Leave Earned Prior to July 1, 1980.

Leave entitlement shall be accumulated in two separate categories, the first identified as a compensation account and the second as an auxiliary account. Employees with accumulated leave under previous leave policies shall have such accumulations divided between the two accounts so that not more than one (1) day for each calendar month of full-time employment in work status shall be credited to the compensation account. Any days accumulated in excess of one (1) for each calendar month shall be credited to the auxiliary account.

B. Compensation for Unused Sick Leave

Eligible employees shall receive monetary compensation for accumulated sick leave as follows:

1. In January of each year, and at no other time, an employee whose year-end sick leave balance exceeds 60 days may choose to convert to monetary compensation any unused

sick leave days accumulated in the previous calendar year (not to exceed one day for each calendar month).

2. In the event that fewer sick leave days have been used during the previous year than were accumulated, those days used shall be deducted from the compensation account. In the event that more sick leave days have been used during the previous calendar year than were accumulated, the first days used shall be taken from the compensation account up to the amount accumulated in the previous year. Additional days shall be deducted from the auxiliary account until it is depleted, following which days shall be deducted from the compensation account.
3. No sick leave days may be converted on an annual basis (for compensation) which would reduce the calendar year end balance on an annual basis below 60 days, except by reason of separation due to retirement or death.
4. Monetary compensation for converted compensable days shall be computed by multiplying .25 by the employee's current daily rate of pay. This rate is then multiplied by the total eligible sick leave to arrive at the amount to be paid the employee.
5. All days converted to compensation will be deducted from the employee's compensation account balance.

### III. Compensation at Retirement or Death

At the time of separation from state service due to retirement or death, an eligible employee or the employee's estate shall receive remuneration computed by multiplying .25 by the employee's current daily rate of pay. This rate is then applied to the total eligible sick leave days to arrive at the amount due to the employee.

Moneys received under this section shall not be included for the purpose of computing a retirement allowance under any eligible retirement system in this state; compensation shall be based upon the employee's salary at the time of separation. For the purpose of this policy, retirement shall not include "vested-out-of-service" employees who leave funds on deposit with the retirement system or employees who withdraw deposited retirement funds.

Accordingly, for an employee to qualify for compensation for sick leave, the employee must retire from state service and receive retirement benefit payments from an eligible retirement plan, and for the purposes of this policy only, retirement due to age shall not be considered to have occurred prior to the attainment of age fifty-five, or 30 years of service credit (at whatever age that may occur).

An employee who separates from the district for any reason other than retirement or death shall not be paid for accrued sick leave.

No contributions are to be made to the retirement system for such payments, nor shall such payments be reported as compensation.