



## Administrative Regulation 4142.1 Compensation for Accumulated Sick Leave

**Responsible Office:** Office of Human Resources

### **PURPOSE**

This Administrative Regulation describes the conditions in which employees receive compensation for accumulated sick leave.

### **REGULATION**

#### 1. Duration and Nature of Program

- a. Employees or their estates that meet the eligibility requirements stated below shall be paid for unused sick leave under the terms of this regulation.

#### 2. Eligibility

- a. An employee who has a minimum of ten (10) years of continuous employment with the Washoe County School District and who has retired or resigned from the Washoe County School District after July 1, 1984, shall be entitled to payment for accumulated unused sick leave as provided in this regulation.
- b. The estate of a deceased employee who had a minimum of ten (10) years of continuous employment with the Washoe County School District and who died prior to retirement or resignation after July 1, 1984, shall be entitled to payment for accumulated unused sick leave as provided in this regulation.
- c. Employees who are terminated or whose contracts are not renewed are not eligible.

#### 3. Amount of Payment

- a. The eligible employee who terminates during July or August or the estate of such employee shall be paid for accumulated unused sick leave time an amount determined by the following formula:
  - i. Days of accumulated sick leave (but not to exceed 190) x .25 x the employee's daily rate of pay at the end of the previous fiscal year.

- b. The eligible employee who terminates during any month other than July or August or the estate of such employee shall be paid for accumulated unused sick leave time an amount determined by the following formula:
  - i. Days of accumulated sick leave (but not to exceed 190) x .25 x the employee's daily rate of pay at the end of the last twelve (12) months of employment.
- c. Administrators with 30 or more years of credited service with PERS and fifteen (15) or more years of service with the district who separate after September 1, 1998, will receive compensation for unused sick leave per Administrative Regulation 4142.1.
  - i. The maximum number of days of accumulated sick leave to which the formula is applied shall not exceed the number of days of the administrator's current contract. (For example, an elementary principal with a contract of 209 days could be compensated at the rate of 25% of his daily rate of pay for up to 209 days of accumulated sick leave.)
  - ii. Administrators who receive a separation incentive, do not get compensated at their number of contract days, but are limited to 190 days of for accumulated sick leave.
- d. For total number of days of unused sick leave, which may be accumulated will be those defined in the Professional Negotiations Agreement between the Washoe County School District and the Washoe Education Association (WEA). Separation shall mean the date that retirement or resignation becomes effective or the date of death.
- e. If the aggregate yearly limitation set forth below would be exceeded by full payment to all such employees and employees' estates, then each employee or employee's estate shall be paid on a pro rata basis so much of the amount as can be paid without exceeding the limitation. The employees and estates receiving such pro rata payments shall be deemed paid in full thereby and the district shall have no obligation to pay any additional amounts to such employees or employees' estates at any time.

4. Separation of Employees

- a. When an employee separates during the months of July and August, the payment for unused sick leave shall be made to that employee as if the termination had occurred during the immediately preceding fiscal year; and for purposes of applying the aggregate yearly limitation, such employee shall be deemed to have terminated during said preceding fiscal year.

5. Time of Payment

- a. The amount due shall be paid to or on behalf of the employee or the employee's estate within thirty (30) to ninety (90) days after the end of the fiscal year in which the employee terminated.

6. Yearly Limit on Aggregate Payments

- a. Total monies available for this compensation shall be determined by a tax rate limitation of 0.013333333 of the budgeted General Fund property tax revenues.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
  - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation aligns with Board Policy 4119, Separation of Service.
3. This Administrative Regulations aligns with Administrative Regulation 4119, Separation: Licensed Employees
4. This policy aligns with the Collective Bargaining Agreements of the employee associations:
  - a. Washoe Education Association (WEA);
  - b. Association of Professional and Technical Administrators (APTA);
  - c. Washoe School Principals' Association (WSPA);

- d. Washoe Education Support Professionals
- 5. This policy complies with Nevada Revised Statutes (NRS) Chapter 288, Relations Between Governments and Public Employees, and specifically:
  - a. NRS 288.140 – 288.220, Recognition of and Negotiation with Employee Organizations
- 6. This policy complies with Nevada Revised Statutes (NRS) Chapter 391, Personnel.

**REGULATION HISTORY**

Date	Revision	Modification
9/25/1979	1.0	Adopted
11/13/1979 11/24/1981 6/12/1984 7/14/1992 7/27/2006	2.0	Revisions
11/15/2012	3.0	Revised: format changes