



# Administrative Regulation 4242.1 Compensation For Accumulated Sick Leave - Classified

**Responsible Office:** Office of Human Resources

## 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.

### 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. 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 Support

Professionals (WESP). Termination shall mean the date that retirement or resignation becomes effective or the date of death.

- d. 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 school district shall have no obligation to pay any additional amounts to such employees or employees' estates at any time.

#### 4. Termination of Employees

- a. When an employee terminates 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 regulation aligns with the Collective Bargaining Agreement between the District and the Washoe Education Support Professionals / Nevada State Education Association (WESP/NSEA).

3. This regulation complies with Nevada Revised Statutes Chapter 288, Relations Between Governments and Public Employees.

**REGULATION HISTORY**

Date	Revision	Modification
9/25/1979	1.0	Adopted
11/13/1979 11/24/1981 6/12/1984 10/27/1992 7/14/1998 7/27/2006	2.0	Revisions