

300 PERSONNEL, continued

318 Attendance Incentive Program

In order to encourage regular employee attendance, an employee attendance incentive program will be established.

300 PERSONNEL, continued

- 318 Attendance Incentive Program, continued
- R318.1 Annual Conversion of Accumulated Sick Leave
- R318.1a As of January 1, any current employee who at the end of the immediately previous calendar year shall have accumulated in excess of 60 days of unused sick leave may elect to receive remuneration for unused sick leave earned the previous year at the rate of 25 percent of the employee's current hourly rate of compensation for each hour of eligible sick leave. RCW 28A.310.490
- R318.1a1 Any such election shall be made by written notice to the Human Resources Department during the month of January only.
- R318.1b Unused sick leave shall accumulate up to a maximum of one hundred eighty (180) days for the purposes of RCW 28A.310.490. Unused sick leave accumulated before July 23, 1989, is declared valid and shall be added to such sick leave accumulated after July 23, 1989. RCW 28A.310.240
- R318.1c All sick leave hours converted pursuant to this section shall be deducted from the employee's accumulated sick leave balance.
- R318.1d Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of chapter 392-136 WAC and RCW 28A.310.490.

R319.1 renumbered R318.1 3-29-88  
R319.1d amended 1-24-84; 2-26-85  
R318.1a amended 2-20-90; 3-26-91; 2-23-93; 9-26-95  
R318.1b amended 3-29-88; renumbered R318.1a1 2-20-90  
R318.1a1 amended 2-23-93  
R318.1b adopted 2-20-90; 3-26-91  
R318.1d amended 3-26-91

300 PERSONNEL, continued

- 318 Attendance Incentive Program, continued
- R318.2 Conversion of Sick Leave Upon Retirement or Death
- R318.2a Any employee who shall retire may elect to convert all accumulated unused sick leave hours to monetary compensation at the rate of 25 percent of the employee's hourly rate of compensation at the time of termination from employment for each hour of eligible sick leave. At the time of separation from ESD due to death, an eligible employee's estate shall receive remuneration at the rate of 25 percent of the employee's hourly rate of compensation at the time of death for each hour of unused sick leave. RCW 28A.310.490.
- R318.2b An employee separating from employment for purposes of retirement must immediately commence receiving retirement benefits from a Washington State retirement system in order to be eligible for conversion of sick leave to compensation.
- R318.2c Any such conversion of sick leave upon retirement or death shall be subject to the terms and limitations of WAC 392-136 and RCW 28A.310.490.

R319.2 amended 2-26-85; renumbered R318.2 3-29-88  
R319.2a renumbered R318.2a 3-29-88  
R319.1b; renumbered R318.2b 3-29-88  
R319.2c amended 1-24-84; renumbered R318.2c 3-29-88  
R318.2a amended 2-20-90; 3-26-91; 2-23-93; 9-26-95  
R318.2c amended 3-26-91  
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