



# Walla Walla Community College

Policy: Attendance Incentive Program, as provided by  
Chapter 150, Washington Laws, 1979 First Executive Session and  
RCW 41.04.340, Together With Amendments Thereto

Adopted: May 29, 1980

Policy and Rules Implementing Attendance Incentive Program - as provided by Chapter 150,  
Washington Laws, 1979 First Ex. Sess. and RCW 41.04.340, together with amendments thereto.

1. Eligibility: Eligible employees shall include all those full-time employees of Walla Walla Community College (Community College District No. 20) entitled to accumulate sick leave and for whom accurate sick leave records have been maintained: Provided, That no employee may receive compensation under this policy for any portion of sick leave accumulated at a rate in excess of one day per month.

2. Accruals:

(a) One day of sick leave entitlement earned during each month of employment during a calendar year shall be credited to a sick leave compensation account. Sick leave credits shall not accrue during any month in which a faculty, administrative or exempt employee is under contract for less than ten days; or for any classified employee during a leave of absence without pay which exceeds ten working days in any calendar month, that there shall be no limitation as to the total number of sick leave days which may be accrued into said account.

(b) Previously Accrued Leave: Eligible employees with accrued sick leave under policies effective prior to the effective date of these rules shall have credited to their sick leave compensation account from said accrued sick leave no more than one day per month of full-time employment as provided in paragraph 2.(a) which shall be adjusted to comply to these rules, paragraph 3. Use of Sick Leave.

3. The first twelve days, or any part thereof, of sick leave used in any calendar year will be deducted from the sick leave compensation account credit for that year, and the balance of any sick leave taken in excess of twelve days shall be deducted from remaining sick leave credited to the employee.

4. Remuneration: Eligible employees may elect to receive monetary compensation for annually accrued compensable sick leave as follows:

(a) In January of the year following any year in which a minimum of sixty days of sick leave is accrued, and each January thereafter, any eligible employee may elect to receive remuneration for unused sick leave accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four full days of accrued sick leave in excess of sixty days. Sick leave for which compensation has been received shall be deducted from sick leave accruals at the rate of four days for every one day's monetary compensation.

Monetary compensation for up to twelve days of compensable sick leave shall be paid at the rate of one day of compensation for four days of compensable sick leave and shall be based upon the employee's current monthly salary figured at 174 hours per month for classified, administrative and exempt employees, and the then current average daily salary for eligible faculty contracted for a specified number of days.

(b) At the time of separation from state service due to retirement or death, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one day's current monetary compensation of the employee for each four full days of all accrued compensable sick leave: Provided, that Community College District No. 20 shall delay until July 1, 1981 payment due any eligible employee or employee's estate, and provided further that there shall be added to such delayed payment interest at the rate of eight percent per year.

For the purpose of this subsection, retirement shall not include "vested out-of-service" employees who leave funds on deposit with the retirement system.

5. Exclusions:

(a) Compensation for unused sick leave shall not be included for the purpose of computing retirement allowances under any public retirement system of the State of Washington; therefore, no contributions are to be made to the retirement system for such payments.

(b) An employee who separates from Community College District No. 20 for any other reason than retirement as defined in paragraph 4. (b) shall not be paid for accrued sick leave.

(c) That should the legislature of the State of Washington revoke any benefits granted under Chapter 150, Laws of 1979 and RCW 41.04.030, together with any amendments thereto, no affected employee shall be entitled thereafter to receive such benefits as a matter of contractual right.

6. Responsibilities:

(a) Business Office, Payroll Section:

- (1) Maintain sick leave records of accruals, use, and remuneration.
- (2) Provide notification in writing to affected employees on or before the first working day of each January of compensable sick leave balances and current year compensable accruals.
- (3) Process valid requests for sick leave remuneration.

(b) Employees: Provide written notification to the payroll section of intent to claim or not to claim annual remuneration of compensable sick leave on or before the tenth working day of each January. Employees separating from Community College District No. 20 for retirement as defined in paragraph 4.(b) shall provide written notification to the payroll section of intent to claim or not to claim remuneration for accrued compensable sick leave at least ten days prior to retirement date.

7. That the effective date of this policy and rule is June 12, 1980.