



**APPLICATION FOR CASH OUT OF ACCUMULATED SICK LEAVE
AT SEPARATION**

In accordance with Washington Administrative Code (WAC) 392-136-020 eligible employees, upon separation from district employment, may elect to convert all eligible, accumulated, unused sick leave, up to a maximum of 180 days, to monetary compensation paid at the rate of 25% of their per diem rate at the time of termination.

Complete this application if you are leaving employment with the district and wish to convert your eligible sick leave to cash.

To be eligible to convert your sick leave at termination you must have attained 55 years of age by your termination date and...

- Have at least 10 years service credit under TRS Plan 3 or SERS Plan 3
– *OR* –
- Have at least 15 years of service credit under TRS Plan 2 or SERS Plan 2

Payroll Services will verify eligibility based on the above criteria with the Department of Retirement Systems (DRS). Applications received which do not meet the eligibility requirements will not be processed. Compensation for sick leave cash-out is not considered reportable for retirement purposes.

VEBA-Eligible Employees: If your employee group has voted to participate in the VEBA Plan in the year in which you retire, please complete a VEBA Plan Enrollment Form and submit it along with this application to Payroll Services. Failure to participate in the VEBA plan and complete the VEBA Enrollment Form will result in...

- Forfeiture of the sick leave days accrued during the VEBA eligible period (typically 12 days sick leave for a 1.0 FTE)
- Inability to participate in the VEBA Plan (a tax-exempt medical expense reimbursement plan)
- Remaining eligible sick leave days (after forfeiture described above) will be paid as taxable compensation to you.

Employee Name (Please Print)

Employee ID #

Termination Date

Work Location

Employee/Executor Signature

Date

Estate executors may apply for payment of accumulated sick leave for a deceased employee. A copy of the death certificate and proof of executorship must be provided along with the application to Payroll Services.

Completed original applications for cash-out must be received in Payroll Services within 60 days of termination.

Seattle Public Schools
Payroll Services MS 33-344

Payroll Services Use Only:
I have reviewed and approved payment:
(Retirement Specialist Signature)