

SEVERANCE/SICK LEAVE PAYOUT – NON-AFFILIATED STAFF **542.7**

Non-affiliated staff will be paid for accumulated sick leave days upon resignation or retirement according to the following conditions:

1. To receive severance/sick leave payout upon resignation, a 30 day notice prior to the effective date of the resignation must be made to the administration in writing by the employee, unless agreed to by both parties.
2. Employees who are terminated for cause are not eligible for sick leave payout.
3. One hundred percent (100%) of unused sick leave (up to 100 days maximum), may count towards sick leave payout.
4. Sick leave payout may be collected only if the employee leaves after a minimum of ten (10) years of continuous service with the District as a regular full-time or regular part-time employee.
5. Rate for each sick leave payout day accumulated will be paid at \$30.00 per day.
6. In case of the death of an employee who has accumulated sick leave, the benefit would be paid to their surviving spouse or estate.

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Reviewed: 02/21/00

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