

**From:** [Payroll](#)  
**Subject:** 2025 Annual Sick Leave Buy Back  
**Date:** Thursday, January 9, 2025 4:06:59 PM  
**Attachments:** [image002.png](#)  
**Importance:** High

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The Everett Public Schools provides an Attendance Incentive Program as permitted by law for eligible employees. The Attendance Incentive Program allows **eligible** employees to convert sick leave days into monetary compensation. The purpose of this notice is to highlight some of the features of this program.

- ★ As of the end of the December 2024 payroll, your sick leave balance is **60 days or more**, making you **eligible** to buy-back sick leave at this time. An **eligible** employee is any employee who accumulated in **excess of 60 days** of unused sick leave by the end of the previous calendar year (December 31, 2024). To view your current sick leave balance, please log into [Employee Online](#) using your Employee ID number and password. The sick leave balance can be viewed under the menu option titled *Leave Tracking*.
- ★ Eligible employees may buy-back a maximum of twelve (12) unused sick leave days, **less days taken and subtracted from your sick leave balance**, in the previous calendar year. Your sick leave balance must remain at no less than 60 days after the buy-back is processed.  
*Note: For planning purposes, please be aware that if you become ill or injured and are unable to work, you would not be eligible for long term disability until after 90 calendar days.*
- ★ Buying back your sick leave at this time may be in your best interest if your sick leave balance is over the number of your contract days. RCW 28A.400.300(1)(b)(v) directs any excess amounts of sick leave accumulation above the number of days in your contract will be forfeited.
- ★ The following bargaining groups have agreements in place for this year's annual buyback amount to be deposited with VEBA: Executive Cabinet, Administrators, Professional Technical, EEA, Office Professionals, Paraeducators and EHSA. If your sick leave balance is currently already over the limit, and you decide to buy back your allotment for this year, per IRS rules the funds will be deposited and held in a VEBA account for you.
- ★ Sick leave taken between December 1, 2024 and December 31, 2024 has not yet been reflected in your balance, but will be taken into consideration when the buy back request is processed.
- ★ The monetary compensation for annual sick leave buy-back is based on one (1) day paid for each four (4) days of sick leave requested.
- ★ The rate of pay used to calculate the sick leave buy-back is the employee's current hourly rate on their base assignment. To view your current hourly rate of pay, please log into [Employee Online](#) using your Employee ID number and password. The hourly rate of pay can be viewed under the menu option titled *Current Job*.
- ★ All sick leave days converted for the annual buy-back will be deducted from the

employee's accumulated sick leave balance.

- ★ Sick leave hours are displayed on the employee check stub each month. You can also view your sick leave balance by logging into [Employee Online](#) using your Employee ID number and password. The sick leave balance is displayed in hours under the menu option titled *Leave Tracking*. To convert hours into days, simply divide your current sick leave balance by the number of assigned hours you work each day.
- ★ Sick leave buy-back is not included as earnable compensation for any retirement system.
- ★ If you elect to buy-back sick leave, please complete [Sick Leave Buy Back Form](#) **no later than January 31, 2025.** **Paper forms will not be collected.** -->>You will need to be signed in to your [SCHOOL DISTRICT ACCOUNT](#) to validate your authorization.<<--
- ★ Payment for the annual sick leave buy-back will be included in the February 28, 2025 payroll.

If you should have any questions, please call the Payroll Office at 425-385-4160.

Thank you,



#### Payroll

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