

ADMINISTRATIVE REGULATION**Subject Category: Administrative &
Personnel Matters****USE OF SICK LEAVE UPON RETIREMENT****I. PURPOSE:**

To clarify the use of accrued sick leave immediately preceding retirement.

II. POLICY:

Paid or unpaid sick leave is not to be scheduled, approved, and/or utilized at any time unless there is an actual medical condition that would warrant such utilization.

Sick leave will be paid out upon retirement in accordance with the language of the collective bargaining agreement and/or District policy that is applicable to the retiree in question (e.g., cash out or roll-over into a post-retirement account). Under no circumstances may a supervisor approve use of accrued sick leave by an employee who has the intent of delaying a retirement date or accruing additional benefits or retirement credits without actually working.

III. RESPONSIBILITIES:

Superintendents and managers are responsible for approving retirement plans that do not include use of paid or unpaid sick leave immediately preceding retirement (unless there is an actual medical condition that would warrant such approval and that can be documented).

IV. PROCEDURES:

Employees will have their retirement forms signed by their superintendents or managers. AFSCME and unrepresented employees will also have their Executive Staff members sign their forms. The superintendents and managers will confirm, before signing the forms, that the employees are not relying on the use of sick leave to reach their designated retirement dates.