

**BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**SICK LEAVE CONVERSION TO RETIREMENT SERVICE CREDIT**

The purpose of the sick leave conversion plan is to allow employees to convert unused sick leave into PERS service credit. The conversion of sick leave benefits the Churchill County School District, the employee, and the students by keeping highly trained and qualified teachers in the classrooms and rewarding employees for using sick leave only when needed.

1. Any employee wanting to take advantage of the provisions of this policy must have accumulated a total number of unused sick days in excess of the length of their contract. le; a regular classroom teacher must have accumulated more than 182 days.
2. Any employee with accrued unused sick days in excess of the total number of days of their contract can elect to convert the excess days into retirement service credit.
3. Employees wanting to participate in this conversion program must submit a written request on a District approved form to the Human Resources Department on or before the last day of school, each year.
4. The District will purchase up to fifteen (15) days of unused sick leave each year for each employee meeting the above requirements.
5. The District will not purchase unused sick leave resulting in the employee having less than a full contract year of sick leave.

ADOPTED:8/10/06

REVIEWED: 10/5/07

REVISED: 12/12/13

REVIEW RESPONSIBILITY: Board of Trustees / Director of Business Services