

**CHURCHILL COUNTY SCHOOL DISTRICT
POLICY 4810 PARTICIPATION FORM**

Employee Name (Please Print)

At the end of this contract year I wish to participate in the Sick Leave Conversion Plan according to Policy 4810. My current contract is for _____ days. I am requesting that unused sick leave beyond my regular contract, up to 15 days, be converted to retirement service credit.

This form is due to Human Resources **by the last day of school.**

A formal purchase agreement between CCSD and the Public Employees' Retirement System of Nevada (PERS) will be required to be signed by the employee to finalize the purchase. The employee will be contacted when the agreement is available, usually in July or August.

Employee Signature

Date

Employee Phone Number

Policy 4810 - 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. Ie; 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.