

**APPLICATION FOR CASHOUT OF
ACCUMULATED SICK LEAVE DUE TO
RESIGNATION, RETIREMENT OR DEATH**



Complete this application form only if you, or your estate, elects to receive payment for sick leave due to resignation, retirement or death. Be sure to complete all blanks. Incomplete forms will not be accepted. Completed forms must be submitted to the Payroll Office.

RCW 28A.400.210 is amended by adding provisions for sick leave cashout for persons who leave the school district, but are not retiring. To qualify, the employee must be: 1) at least 55 years of age with 10 years of service for TRS Plan 3 or SERS Plan 3, **OR 2) at least 55 years of age with 15 years of service for TRS Plan 2 or SERS Plan 2. (Effective June 8, 2000).*

If you are claiming cashout due to resignation and you have previous work experience at another Washington State School District that needs to be added to your Tacoma School District years of service, you must provide Payroll with:

District Name _____
Address _____
Human Resources Phone Number _____
Dates Worked _____

In accordance with WAC 392.136.020, I elect to convert all sick leave days up to the maximum allowed by law to cash as provided by the attendance incentive program. It is noted that the law limits the number of eligible days for cashout to 180, for which payment will be paid at 25% of the employee's current daily rate of pay.

I understand that this remuneration will not be included as earnable compensation in regard to retirement but will be subject to deductions for Federal Income Tax withholding, Medicare and Social Security taxes.

I understand that I must apply for cashout of sick leave within six months of resignation or retirement with the Tacoma School District (i.e., last day of employment with the District).

In the case of retirement, there cannot be an occurrence of any intervening covered employment.

 EMPLOYEE NAME (please print)

 JOB TITLE

 SCHOOL/DEPARTMENT

 TODAY'S DATE

 SOCIAL SECURITY NUMBER

 DATE OF RESIGNATION, RETIREMENT, DEATH

 EMPLOYEE OR EXECUTOR SIGNATURE