



SEQUIM SCHOOL DISTRICT

Volume VII, Issue IV

January 15, 2016

Payroll/Human Resources Newsletter

REMINDER
ANNUAL SICK LEAVE BUYBACK
FORMS ARE DUE, FRIDAY, JANUARY 29, 2016
ONLY FORMS RECEIVED BY THIS DATE WILL BE ACCEPTED

Eligible employees may elect to exchange unused sick leave earned during the 2015 calendar year for cash payment, or into a VEBA account if eligible, and the bargaining unit has a VEBA agreement.

Eligible employees are those current employees who:

- ◆ Had accumulated more than 60 full days (480 hours) of unused, earned sick leave, as of December 31, 2015.
- ◆ Did not use all of their sick leave which was earned during the 2015 calendar year, and;
- ◆ Notify the District in writing by January 29, 2016 of their election to exchange unused sick leave. Forms are available at the District Payroll Office for this purpose.

Sick leave that may be exchanged is determined as follows:

- ◆ Compute the number of sick leave hours earned during the calendar year of 2015. This will exclude any unearned, front-end loaded hours. This amount may not exceed ninety-six (96) hours;
- ◆ Subtract from the above amount the actual sick leave hours used during the 2015 calendar year. If the remainder is positive, this is the number of hours that may be exchanged.

Sick leave hours exchanged are paid at the rate of twenty-five percent (25%) of the employee's current hourly rate of pay. All exchanged hours are deducted from the employee's accumulated sick leave balance. The earned sick leave balance may not be reduced below 480 hours buy-out.

If you have questions about sick leave buy-back or if you elect to exchange your unused, earned sick leave for the 2015 calendar year, please contact Sonja Brown at 360.582.3267 or Kathy Wright at 360.582.3247.



**ELIGIBILITY TEST
EXAMPLE ONLY**

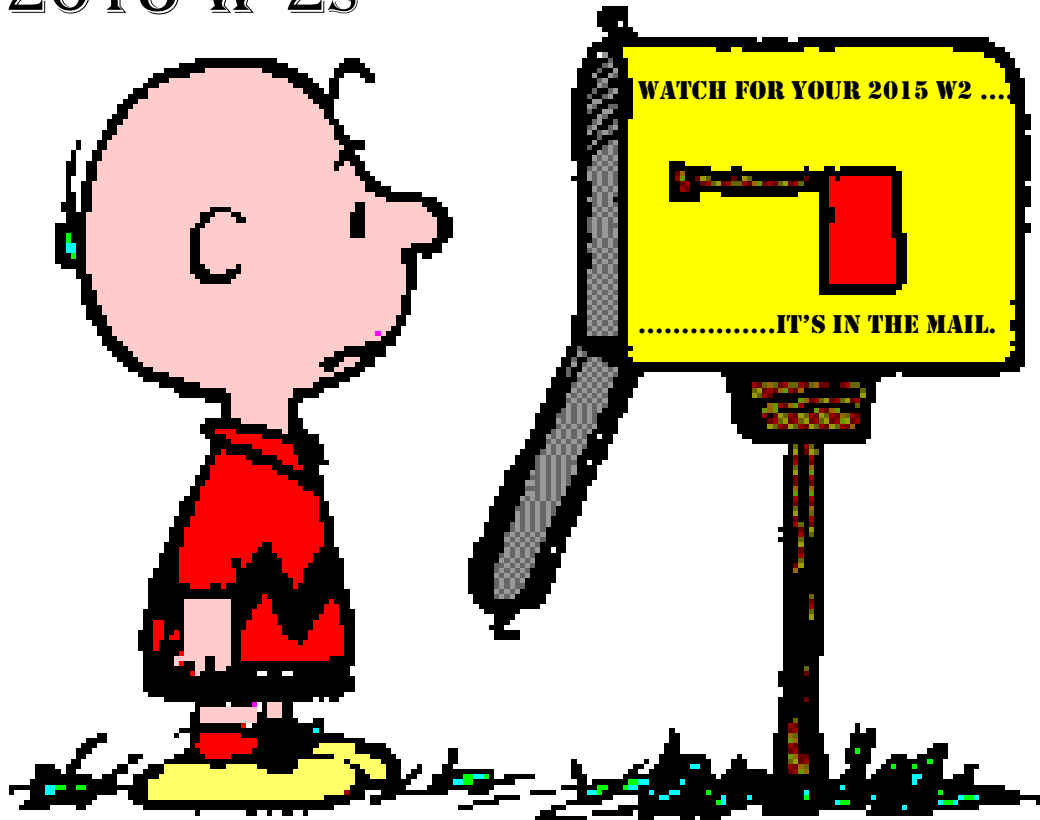
Balance as of December 31, 2015	1000 hours
Less unearned front loaded sick leave hours	- 64
Less 60 day minimum	<u>- 480</u>
If greater than zero, employee may be eligible	456 hours
Calculation of Buy-Back	
Sick Leave earned from 1/15-12/15	96 hours
Less sick leave taken in 2015	<u>- 8</u>
Unused sick leave earned during 2015 eligible for buy-back	88 hours

"Once you replace negative thoughts with positive with positive ones, you'll start having positive results."


Willie Nelson

More →

2015 W-2s



Special Points of Interest



- **Annual Sick Leave Cash Out**, if you are eligible. Applications are available through the Payroll/ Human Resources Office and are due no later than **January 29, 2016**.
- **Significant life events**: Notify Human Resources of any significant life events such as marriage, divorce, birth, death, address change, dependent status (reached age 25?), etc.
- **Teachers, will your certificate expire on June 30, 2016?** Start the update process ASAP. Contact Karen Sande, Director of Human Resources, if you have questions.
- **Deadline for extra pay and timesheets** is the last day of the month.
- **Retiring or resigning?** Please notify Human Resources in writing as soon as possible.
- **W-2s January 2016** W-2s will be mailed the

2015 1095-C

Employers are required to document information about healthcare coverage and enrollment for all 12 months of the year for any of its employees who were full-time employees for one or more months of the calendar year (averaged at least 30 hours per week). The IRS will use this information to determine if individuals or employers owe penalties.

Forms are expected to be mailed out the week of January 18th.

Payroll and Human Resources Contacts

Payroll Specialist
Kathy Wright, 360.582.3247

Payroll Benefits & Human Resources Specialist
Sonja Brown, 360.582.3267

Human Resources Specialist
Valorie Knieper, 360.582.3418

Director of Human Resources
Karen Sande, 360.582.3261



Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinators, Civil Rights Compliance Coordinators: Randy Hill, 601 N. Sequim Ave., Sequim, WA 98382, 360-582-3609, rhill@sequim.k12.wa.us or Karen Sande, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3261, ksande@sequim.k12.wa.us and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3401, mduchow@sequim.k12.wa.us