

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE CHIEF FINANCIAL OFFICER

EDUCATION CLUSTER



MEMORANDUM

TO: ET-15 Teachers, Principals and Timekeepers

THRU: DCPS Payroll Technicians

THRU: Roy Riley
DCPS Payroll Supervisor

FROM: Crosby Boyd *Crosby Boyd*
Cluster Controller

DATE: May 3, 2023

SUBJECT: Teacher's Sick Leave Buy-Back Plan

Applications for Sick Leave Buy-Back are now available for use in accordance with the current WTU Agreement. Article 17 Leave Policy and subpart Sections 17.1.11.1 and 17.1.11.2 states:

“Teachers who have perfect attendance (no absences and no use of sick leave during a given school year) shall have the right to return to DCPS all of the sick leave they accrued during the year.

A Teacher may elect to return to DCPS one half (1/2) of the sick leave days accrued but not taken during the current year at the current daily rate of pay. Unreturned sick leave shall be credited each year to the Teacher's sick leave balance and shall not be subject to the Sick Leave Buy-Back Plan.”

Applications will be available at school sites for any teacher who elects to participate in the plan. The deadline for submission of the application is **June 9, 2023**. Additionally, sick leave buy-back applications can be obtained via email from Tisa McGhee at tisa.mcghee@dc.gov.

Teachers (applicants) are responsible for the submission of complete and accurate information. Teachers (applicants) must e-mail the sick leave buy-back application to Tisa McGhee at tisa.mcghee@dc.gov. Our office will provide each participant with an e-mail confirmation for complete and accurate requests. Any mailed applications will not be processed. **Items received after June 23, 2023, will not be accepted.**

The Payroll Office will audit each applicant's record and notify teachers who are not eligible for the Sick Leave Buy-Back Plan.

If you have questions concerning the process, please contact your payroll technician through your timekeeper or call (202) 442-5330.

CC: Tisa McGhee, Payroll Specialist