

Chapter 2.64

FRINGE BENEFITS

Sections:

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| 2.64.010 | Holidays--Observed by City. |
| 2.64.020 | Holidays--In general. |
| 2.64.030 | Annual leave--Accumulation. |
| 2.64.040 | Annual leave--Part-time employees. |
| 2.64.050 | Annual leave--New employees. |
| 2.64.060 | Annual leave--Dispensation. |
| 2.64.070 | Annual leave--Approval. |
| 2.64.080 | Sick leave--Accumulation. |
| 2.64.090 | Sick leave--Eligibility. |
| 2.64.100 | Sick leave--Abuse. |
| 2.64.110 | Sick leave--Ineligible employees. |
| 2.64.120 | Leaves of absence without pay. |

2.64.010 **Holidays--Observed by City.** Legal holidays to be observed by the city are:

- A. New Year's Day, January 1.
- B. Martin Luther King, Jr. Day, third Monday in January.
- C. President's Day, third Monday in February.
- D. Memorial Day, last Monday in May.
- E. Independence Day, July 4.
- F. Labor Day, first Monday in September.
- G. Veteran's Day, November 11.
- H. Thanksgiving Day, fourth Thursday in November.
- I. Day after Thanksgiving, Fourth Friday in November.
- J. Christmas Day, December 25.
- K. One floating holiday, employee's choice. (Ord. 599 (part), 1994.)

2.64.020 **Holidays--In general.**

- A. Any work essential to their respective jobs shall be attended, regardless of the holiday, as per the respective job descriptions.
- B. If any such holiday falls on a Saturday, it shall be observed on the preceding Friday. If any such holiday falls on a Sunday, it shall be observed on the following Monday.
- C. If any of the above holidays are specified state holidays, and are also federal holidays but are observed on different days, only the state legal holiday shall be recognized as a paid legal holiday.
- D. Holidays which occur during vacation or sick leave shall not be charged against such leave. (Ord. 390 SI (part), 1981.)

2.64.030 **Annual leave--Accumulation.** The annual leave allowance shall be accrued monthly based upon the following schedules:

| <u>Amount of Service</u> | <u>Credit per Month</u> |
|---------------------------|-------------------------|
| 1 to 10 years of service | 10/12ths working days |
| 10 to 20 years of service | 15/12ths working days |
| 20 years or more | 20/12ths working days |

(Ord. 390 S1 (part), 1981.)

2.64.040 **Annual leave--Part-time employees.** Annual leave for part-time employees shall accrue in an amount proportionate to the above schedule as their average work hours are proportioned to that of a full-time employee with their average weekly hours constituting the numerator and forty hours constituting the denominator. (Ord. 390 SI (part), 1981.)

2.64.050 **Annual leave--New employees.** New employees shall be eligible for vacation leave during their first year of employment, as established in Section 2.64.030. Vacation credit shall accrue from the beginning of employment. (Ord. 390 SI (part), 1981.)

2.64.060 **Annual leave--Dispensation.** Employees must use their accumulated vacation time within the year following the year in which it is earned. Vacation leave may be carried over from one year to the next only if an employee is denied vacation leave by his supervisor upon approval of the chief administrative officer. Unexpended vacation leave in excess of the amount earned in a two-year period will be forfeited by the employee. Upon termination of employment, employees shall be paid for all unused

accumulated vacation time earned within the above stated limitations. (Ord. 390 SI (part), 1981.).

2.64.070 **Annual leave--Approval.** All requests for vacation must be approved by the department head prior to the commencement of the requested vacation. No employee shall be paid for unearned vacation leave. The employee with the greater seniority shall be given his or her choice of annual leave in the event of any conflict over when leave is to be taken. (Ord. 390 SI (part), 1981.)

2.64.080 **Sick leave--Accumulation.** Sick leave with full pay on account of illness or injury shall be allowed to an amount up to eight hours for each completed month of service, up to a maximum of two hundred forty hours. The granting of additional sick leave with pay shall be subject to the discretion of the council where serious and unusual circumstances prevail. Credit for previous service as to accumulated sick leave shall be forty-eight hours for each previous year of service; however, in no event, shall such credit exceed two hundred forty hours for any calendar year. (Ord. 483, November 1985.)

2.64.090 **Sick leave--Eligibility.** Employees are eligible for sick leave for the following reasons:

- A. Non-occupational personal illness or physical disability;
- B. Quarantine of an employee by a physician for non-occupationally related disability;
- C. Illness in the immediate family requiring the employee to remain at home. (Ord. 390 SI (part),1981.)

2.64.100 **Sick leave--Abuse.** Abuse of sick leave privileges shall be cause for dismissal. An employee who is unable to report to work for any of the reasons set forth in Section 2.64.090 shall report the reason to his or her supervisor within four hours of the time he or she is scheduled to report for work. Sick leave, with pay, shall not be allowed unless such report has been made. A department head may require a statement from a physician certifying the employee's condition prevented him from appearing at work. (Ord. 390 SI (part), 1981.)

2.64.110 **Sick leave--Ineligible employees.** Uniformed employees covered under the LEOFF Act (Ch. 41.26 RCW) shall not be entitled to sick leave for extended disability, but shall apply for disability retirement benefits under the provisions of RCW 41.26.120. (Ord. 390 SI (part), 1981.)

2.64.120 **Leaves of absence without pay.** Leaves of absence without pay may be granted, not to exceed thirty calendar days. Such leaves of absence shall be

approved by the mayor and shall be for cause sufficient in his discretion. There shall not be loss of other benefits to employees by reason of such absence. (Ord. 390 SI (part), 1981.)