



SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 10- 115

RELATING TO COUNTY EMPLOYMENT, REVISING COUNTY
PERSONNEL RULES, AND AMENDING CHAPTER 3A.06 SCC

BE IT ORDAINED:

Section 1. Snohomish County Code Section 3A.06.010, last amended by Ordinance No. 08-110 on October 15, 2008, is amended to read:

3A.06.010 Employee benefits-- ~~((Eligibility))~~ eligibility ~~((defined))~~.

Unless otherwise provided for in these rules, or by benefit plan documents, employees who receive a regular appointment and who are employed for 20 hours per week or more are eligible for the full range of employee benefits. Part-time employees who receive a regular appointment and work less than 20 hours per week are eligible for military leave and for accrual and use of sick leave and vacation leave in accordance with the provisions of this chapter but shall not be entitled to any other benefits provided for by this chapter. Temporary appointment employees are not entitled to benefits under this chapter except for military leave, as provided in ~~((these rules))~~ RCW 38.40.060. The county's contribution toward the monthly medical insurance premium for an employee in a regular part-time appointment will be pro-rated in an amount equal to the F.T.E. percentage the employee is assigned.

Section 2. Snohomish County Code Section 3A.06.020, last amended by Amended Ordinance 09-147 on December 16, 2009, is amended to read:

3A.06.020 Holidays.

A paid legal holiday is any day other than Sunday designated by RCW 1.16.050 as a legal holiday as that statute is constituted on the date of the occurrence of a holiday. An employee who is employed in a regular position of twenty hours per week or more is eligible for paid status on holidays. A maximum of eight hours pay will be paid for each holiday, provided that an employee who is on a work schedule of four 10-hour days mandated by the department head will be entitled to ten hours pay for holidays listed below. If the employee is entitled to no more than eight hours of holiday pay, but works four 10-hour days, the employee may use up to two hours of accrued leave through any combination of compensatory time, vacation leave, or may request pre-authorized additional work, or may take leave without pay. An employee in a regular part-time appointment shall receive holiday pay on a pro-rata basis. The following days are currently recognized as holidays with pay for all eligible employees:

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New Year's Day	<u>First day of January</u>
((Veteran's Day))	
Martin Luther King, Jr. Day	<u>Third Monday of January</u>
Presidents' Day	<u>Third Monday of February</u>
Memorial Day	<u>Last Monday of May</u>
Independence Day	<u>Fourth day of July</u>
Labor Day	<u>First Monday of September</u>
<u>Veterans' Day</u>	<u>Eleventh day of November</u>
Thanksgiving Day	<u>Fourth Thursday of November</u>
Day after Thanksgiving	<u>Day immediately following</u> <u>Thanksgiving Day</u>
Christmas Day	<u>Twenty-fifth day of December</u>

(1) Floating Holidays. In addition to those holidays specified in this section, employees shall receive two floating holidays (maximum of eight hours each) during each calendar year. An employee who is on a work schedule of four 10-hour days mandated by the department head is entitled to a maximum of ten hours pay for each floating holiday. An employee in a regular part-time appointment shall receive floating holidays on a pro-rata basis. Each employee may select the dates on which the employee desires to take the additional holidays provided for herein subject to approval of the supervisor except that an employee may, with prior notice, take one holiday for a personal emergency. These two floating holidays shall be used in the calendar year earned and ~~((shall be))~~ are noncumulative and noncompensable upon termination. New employees shall be eligible for floating holidays only upon completion of ~~((60))~~ sixty calendar days of continuous employment. Employees hired after June 30 shall be eligible for one floating holiday during that calendar year.

(2) Holidays Falling on Saturday, Sunday or other Regularly Scheduled Days Off. ~~((When a))~~ Any recognized holiday that falls on a Saturday ~~((the holiday))~~ will be observed on the preceding Friday. ~~((When the))~~ Any holiday that falls on a Sunday ~~((it))~~ will be observed on the following Monday. If ~~((the))~~ a holiday falls on one of the employee's regularly scheduled days off, other than Saturday or Sunday, the employee may take an alternative day off by arrangement between the employee and employer.

(3) Holidays Occurring While on Paid Leave Status. Holidays that occur during vacation leave, sick leave or while on other paid leave status shall not be charged against such leave.

(4) Work on Holidays. All work on holidays will be paid at one and one-half times the regular straight-time rate of pay for all hours worked in addition to the employee's regular holiday pay in accordance with this section. Compensatory time off in lieu of straight-time pay may be granted upon supervisor approval and shall be scheduled when the work load permits. All work on Thanksgiving Day and Christmas Day will be paid at two times the employee's regular straight-time rate of pay, and shall be in addition to the employee's regular holiday pay.

(5) Forfeiture of Holiday Pay. ~~((Any))~~ An employee ~~((shall))~~ will forfeit his~~((/))~~ or her right to payment for any recognized holiday if he~~((/))~~ or she is on leave without pay or on leave that has not been approved on the last regular working day preceding such holiday or on the next regular working day following such holiday. An employee who is on sick leave on the day before or on the day after a holiday will receive holiday pay if approved by the department head, who may require a physician's statement that verifies employee's need for leave. An employee shall not be eligible for holiday pay when receiving "time loss" payments under the provisions of the Industrial Insurance Act, Title 51 RCW. However, if an employee supplements "time loss" benefits, holidays will accrue and be paid at the same rate of supplementation. This subsection shall not require forfeiture of payment for any holiday in calendar year 2009 or 2010 that would otherwise result solely from a furlough as described in Section 9(a)(1) of Amended Ordinance No. 08-119, Section 5 of Amended Ordinance No. 09-113~~((;))~~ or SCC 3.68.060~~((, or SCC 3A.06.060(6)))~~.

Section 3. Snohomish County Code Section 3A.06.030, adopted by Ordinance No. 84-129 on November 21, 1984, is amended to read:

3A.06.030 Insurance and medical benefit plans.

Regular employees may participate in insurance and medical benefit programs offered by the county provided that they meet the eligibility requirements specified in these rules and in the contracts with the companies providing these programs. The ~~((personnel))~~ human resources department will provide applications and information concerning these programs to all eligible employees and will arrange for payroll deductions to cover the employee's premiums, where applicable.

Section 4. Snohomish County Code Section 3A.06.040, last amended by Amended Ordinance 97-147 on December 16, 2009, is amended to read:

3A.06.040 Sick leave and disability leave.

~~((Accumulation of sick leave is allowed for the purpose of providing the employee with an economic cushion to be used in the event of a major illness or absence from work for some medical reason.))~~ Sick leave is provided to employees as a protection against loss of income due to absence from work for medical reasons, including extended absence on account of illness or injury. Its use is restricted to health-related absences and employees are encouraged to accumulate sick leave to carry them through unforeseen and lengthy illness.

(1) Sick Leave Accrual. An ~~((Eligible))~~ eligible full-time (1.0 FTE) ~~((employees))~~ employee as ~~((defined))~~ set out in SCC 3A.06.010 ~~((shall))~~ will accrue sick leave at the rate of one working day (eight-hour maximum) for each full calendar month of employment. An ~~((Employees))~~ employee who ~~((are))~~ is on regular pay status for less than a full calendar month and an ~~((employees))~~ employee whose regular pay status is less than full-time (40 hours per week) ~~((shall))~~ will accrue sick leave proportionately to the number of hours ~~((they-are))~~.

~~he or she is on regular pay status. ((Sick leave accrued shall not be awarded or used until the end of the accounting period in which it is earned.)) Sick leave will be available for use only after it has been earned and credited to an employee's sick leave account. An ((employees)) employee who ((are)) is covered by the disability leave provisions of the LEOFF I system shall not be eligible for sick leave accrual. There is no limitation on the amount of sick leave an employee may accrue. In calendar year 2010 a furlough day as described in Section 5 of Amended Ordinance No. 09-113((,)) or SCC 3.68.060 ((, or SCC 3A.06.060(6)) shall constitute a day of regular pay status for purposes of this section.~~

~~(2) ((Use of)) Sick Leave Authorization.~~

~~((An employee may use sick leave for absence due to illness, injury or other incapacity that renders the employee unable to perform the duties of his/her position, or for the purpose of medical and dental appointments, or due to enforced quarantine in accordance with health regulations.~~

~~Where illness or injury to an employee's spouse, child or other dependent requires the employee's personal attendance to provide necessary care of the family member, the use of sick leave, for up to three days in a calendar year, by the employee, may be allowed by the employing official. The three day limit will not apply in cases when sick leave is used to care for a child of the employee under the age of 18 with a health condition that requires treatment or supervision. Accrued sick leave may be taken under the following circumstances:~~

~~(a) Personal illness, injury, or pregnancy which renders the employee unable to perform the duties of the employee's position.~~

~~(b) Enforced quarantine in accordance with health regulations.~~

~~(c) A family member's illness or injury that necessitates care-giving by the employee, to the extent provided by state and federal law. An employee may use the employee's choice of sick leave and/or other paid time off. An employee may be required to obtain a physician's verification of the qualifying basis upon which the employee relies in requesting the time off from work.~~

~~(d) Medical and dental appointments.~~

~~(e) Both male and female employees may take up to five days of sick leave during and immediately following the birth or adoption of their infant child. In addition, a female employee may take sick leave for periods of temporary disability related to child birth when a request for such leave is accompanied by a written physician's statement in accordance with the medical leave and disability leave provisions of this title. Leave taken under this provision will run concurrently with certain other leaves to which the employee is entitled by law or under these rules.~~

~~((3) On the Job Injury. Whenever an employee is injured on the job and compelled to seek immediate medical treatment, the employee will be compensated in full for the remaining part of the day of injury without effect to his or her sick leave or vacation account. Scheduled workdays falling within the first three calendar days following the day of injury are compensable through accrued sick leave, provided however, if the period of disability extends beyond 14 calendar days, then accrued leave taken shall be reimbursed by worker's compensation on a pro-rata basis. Sick leave pay may be used to supplement~~

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~~industrial insurance benefits in an amount equal to the difference between the compensation to which the person is entitled under the Industrial Insurance Act and regular county net pay, not to exceed the amount of the employee's accrued sick leave. Any earned vacation may be used in a like manner after sick leave is exhausted. Employees, who are temporarily disabled and are being compensated through industrial insurance, are entitled to continue to receive the normal health benefits subject to any copayment requirements. Sick leave and vacation shall only accrue, however, for hours in pay status.~~

~~(4) Sick Leave Reporting. In order to qualify for sick leave payment, employees shall report their illness or disability to their immediate supervisor at the beginning of any period of sick leave and daily thereafter unless otherwise arranged. Failure to report within a reasonable time may result in the denial of sick leave benefits.~~

~~For any sick leave exceeding three working days, the employee may be required upon returning to work to submit a written physician's statement explaining the nature of the illness or disability and/or assessing the employee's fitness to resume his/her duties. Failure to provide such written physician's statement upon request of the employing official may result in the denial of sick leave benefits and/or other disciplinary action. Nothing shall prohibit the county from requiring an employee to be examined by a physician of the county's choice. The county shall bear the cost of any charges above those covered by any insurance carrier for an examination required by the county. The employee shall immediately sign over to the county any reimbursement received from an insurance carrier for the required examination.~~

~~(5) Current Leave Account. There is established for each eligible employee a current leave account (CLA) within which shall be retained the most recent sick leave hours accrued but unused and from which employees may use sick leave for one and two day absences.~~

~~(6) Sick Leave Maximum Accrual - Current Leave Account. Accrued but unused sick leave in the CLA shall not exceed 24 days at any time. When the accrual of sick leave would generate hours in excess of the 24 day maximum, the oldest sick leave hours will be removed in an amount sufficient to return the account to the maximum allowed. Sick leave hours removed from the CLA shall be deposited in an extended leave account.~~

~~(7) Current Leave Account - Cash Payment upon Termination. Upon termination from county employment, the employee shall be paid a lump sum payment from accrued sick leave reserves in the current leave account (CLA) up to and including the maximum amount specified in the following schedule:~~

Length of Classified Service	Maximum Number of Days Paid	Maximum Number of Hours Paid
Date of employment to end of 5th year	0	0
Beginning of 6th year to end of 10th year	5	40
Beginning of 11th year to end of 15th year	10	80

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Beginning of 16th year to end of 20th year	15	120
Beginning of 21st year and thereafter	24	192

~~Upon the death of any employee in regular pay status, his/her estate shall be paid for accrued sick leave in accordance with the above schedule.~~

~~(8) Extended Leave Account. There is established for each eligible employee an extended leave account (ELA) which shall hold sick leave hours displaced from the CLA and from which employees may use sick leave for extended absences of three days or more commencing with the third day. The extended leave account may be used for one and two day absences if the current leave account is exhausted, a physician's treatment plan requires one and two day absences for the treatment of a long term illness and the director has approved such use of the extended leave account.~~

~~(9) Extended Leave Account - Cash Payment upon Termination. Upon termination, employees with 20 or more years of service or who are 65 or more years of age shall be paid a lump sum payment from accrued ELA sick leave reserves. Such payment shall be based upon one day of pay for each 10 days of accrued leave at the employee's then current daily pay rate. The time in the ELA shall be reduced by 10 percent by this payment.)~~

(3) Sick Leave Administration. An employee must notify the employee's supervisor, or his or her designee, before the start of the shift if the employee is unable to report to work for reasons set forth herein. If the supervisor, or his or her designee, is not available, the employee must leave a message. The employee will be excused from making the notification if extenuating circumstances prevent the opportunity to notify, in which event notification shall be made as soon as possible. Failure to report within a reasonable time may result in the denial of sick leave benefits.

(4) Sick Leave Limitations. An employee whose attendance record is unsatisfactory and whose record has not improved after counseling may be notified that further absences from work may require a written statement from a medical care provider verifying that a condition exists which affects the employee's ability to perform his or her job duties. For sick leave that exceeds three working days, the employee may be required upon returning to work to submit a written physician's statement explaining the nature of the illness or disability and assessing the employee's fitness to return to work. Failure to provide such a statement upon request of the employing official may result in the denial of sick leave benefits and/or other disciplinary action. Consistent with state and federal law, the county may require an employee to be examined by a physician of the county's choice. The county will bear the cost of any such examination.

(5) Sick Leave Accounting and Monitoring. Each department head will maintain a record of each employee's accrual and use of sick leave.

(6) Sick Leave Transfers. An employee changing from a position in one department or office to one in another department or office retains all accrued sick leave.

(7) Sick Leave Benefits at Termination.

(a) Base Cash Payment Upon Termination or Death. Upon termination from county employment, an employee will be paid a lump-sum payment from accrued sick leave reserves in the sick leave account up to the maximum amount specified in the following schedule:

<u>Length of Classified Service</u>	<u>Maximum Number of Days Paid</u>	<u>Maximum Number of Hours Paid</u>
<u>Date of employment to end of 5th year</u>	<u>0</u>	<u>0</u>
<u>Beginning of 6th year to end of 10th year</u>	<u>5</u>	<u>40</u>
<u>Beginning of 11th year to end of 15th year</u>	<u>10</u>	<u>80</u>
<u>Beginning of 16th year to end of 20th year</u>	<u>15</u>	<u>120</u>
<u>Beginning of 21st year and thereafter</u>	<u>24</u>	<u>192</u>

Upon the death of any employee in regular pay status, his or her estate will be paid for accrued sick leave in accordance with the above schedule.

(b) Additional Cash Payment Upon Termination. Upon termination, employees with twenty or more years of service or who are sixty-five years of age or older will be paid a lump-sum payment of one day of pay for each ten days of accrued sick leave remaining in the sick leave account after the base cash payment made pursuant to paragraph (7)(a) of this section. This payment will be made at the employee's then current pay rate.

~~((40))~~ (c) Retiree Medical Insurance. Upon termination from the classified service for the purpose of receiving LEOFF II or PERS retirement benefits, a classified employee may exchange unused accrued sick leave for retiree medical coverage subject to the following provisions:

~~((a))~~ (i) Leave to be exchanged shall ~~((only))~~ be only that leave which remains after the classified employee has been compensated in accordance with (7)(a) and ~~((b))~~ (b), if applicable, ~~((above))~~ of this section. Leave may be exchanged on the basis of 100 hours of exchanged leave shall equal one month of paid medical coverage for a retiree or retiree and spouse in the county's retiree medical program.

~~((b))~~ (ii) Leave may ~~((only))~~ be exchanged only in 100-hour increments, to a maximum of 1,200 hours.

~~((c))~~ (iii) Leave which is not used, exchanged or compensated for prior to or upon termination shall be forfeited.

~~((d))~~ (iv) Upon the death of a retiree, a surviving spouse who has been enrolled in the retiree medical plan may remain on the plan until paid medical coverage in ~~((b))~~ (ii) above has been exhausted.

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(8) Industrial Injuries.

(a) When an employee is injured on the job and seeks immediate medical treatment, the employee will be paid for the balance of the work day, which will not be charged to the employee's accrued sick leave or accrued vacation leave.

(b) Scheduled workdays falling within the first three calendar days following the day of an industrial injury are compensable through accrued sick leave, provided however, if the period of disability extends beyond fourteen calendar days, then sick leave taken will be reimbursed by worker's compensation on a pro-rata basis. Upon the employee's written request, sick leave pay may be used to supplement industrial insurance benefits in an amount equal to the difference between the compensation to which the employee is entitled under the Industrial Insurance Act and the employee's regular county net pay, not to exceed the amount of the employee's accrued sick leave. Any accrued vacation or compensatory time may be used in a like manner after accrued sick leave is exhausted.

(c) An employee who is temporarily disabled and is being compensated through industrial insurance is entitled to continuation of his or her usual health and life insurance benefits, but the employee will be required to self-pay the employee's portion of the premium contribution. However, sick leave and vacation shall accrue only for hours in county pay status. An employee receiving industrial insurance may also be eligible for benefits under long-term disability insurance. An employee must submit a completed return-to-work authorization form to the employee's supervisor and obtain approval before resuming any duties.

(9) Disability Leave.

(a) Disability leave will be granted when an employee is temporarily disabled and unable to perform the essential duties of his or her position as verified by the required medical documentation. Disability leave may be granted for up to twenty-six weeks within any two-year period for disabilities that do not stem from an industrial injury or occupational disease. Disability leave may be granted for up to fifty-two weeks for disabilities caused by an industrial injury or occupational disease. All leave stemming from periods of disability shall be considered in calculating the allowable leave regardless of whether the leave is intermittent or taken over a continuous period from the beginning of such leave. For a medical condition that is not an industrial injury or occupational disease, an employee is required to exhaust accrued sick leave, compensatory time and vacation leave before applying for or being granted leave without pay. An employee is responsible for paying medical, dental, vision, life, and other appropriate premiums while on disability leave without pay. An employee may also be eligible for long-term disability insurance.

(b) Unless otherwise required by state or federal law, when an employee is unable to return to work in the employee's position after exhausting the disability leave provided under the previous paragraph, the county may either hold the position for a reasonable time if the position can be kept vacant or filled on a temporary basis or lay off the employee and place him or her on a reemployment list for the class of the position or for a class that is appropriate to

the employee's medical condition. If it is determined that the employee will not be able to return to work in any capacity, the county may terminate the employee after a pre-determination hearing, if applicable.

(c) An employee must submit a completed return-to-work authorization form to the employee's supervisor and obtain approval before resuming any duties.

(10) Medical and Family-Related Leave. Medical and family-related leaves of absence will be granted in accordance with federal and state laws, and these rules. The county reserves the right to require medical documentation to verify the need for leave. Upon request, an employee may be granted a leave of absence without pay and maintain up to a total of forty hours of paid leave accruals in any designated combination of sick leave, vacation leave, compensatory time and floating holidays. Failure to make such a request will result in the required exhaustion of all leave accruals before taking leave without pay. Requests for leave covered by state and federal family and medical leave laws should be submitted to the employee's immediate supervisor at least thirty days before the date leave is expected to commence, except in cases of unexpected events.

Section 5. Snohomish County Code Section 3A.06.050, last amended by Amended Ordinance 09-147 on December 16, 2009, is amended to read:

3A.06.050 Vacation leave.

An ((Eligible employees)) eligible employee as ((defined)) set out in SCC 3A.06.010 ((shall)) will accrue vacation leave based on the number of hours actually worked or while on paid leave status in accordance with the schedule shown below. Vacation leave ((shall)) will not accrue during periods of leave without pay nor for hours worked in excess of 40 hours per week. In calendar year 2009 or 2010 a furlough day as described in Section 9(a)(1) of Amended Ordinance 08-119, Section 5 of Amended Ordinance No. 09-113((;)) or SCC 3.68.060 ((, or SCC 3A.06.060(6))) shall constitute a day of regular pay status for purposes of this section.

(1) Vacation Leave Accrual. During each year of employment an eligible ((employees shall)) employee will accrue vacation leave up to and including the maximum amount shown in the schedule below. A ((Regular)) regular full-time ((employees shall-)) employee will accrue vacation leave at the rates shown in the schedule below. An ((employees)) employee who ((are)) is on regular pay status for less than a full calendar month and an ((employees)) employee whose regular pay status is less than full-time (40 hours per week) ((shall)) will accrue vacation leave proportionally to the number of hours ((they are)) the employee is on regular pay status. Vacation leave accrual ((shall)) will be based upon the employee's total time of continuous active employment with the county. Vacation leave accrued ((shall)) may not be ((credited or)) used until ((the end of the month in which it is earned.)) it has been earned and credited to the employee's vacation leave account.

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Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Date of employment to end of 1st year	6.7072	80.49
Beginning of 2nd year to end of 2nd year	8.0347	96.42
Beginning of 3rd year to end of 5th year	10.0433	120.52
Beginning of 6th year to end of 9th year	12.0520	144.62
Beginning of 10th year to end of 11th year	14.0607	168.73
Beginning of 12th year to end of 13th year	14.7244	176.69
Beginning of 14th year to end of 15th year	15.4056	184.87
Beginning of 16th year to end of 17th year	16.0693	192.83
Beginning of 18th year to end of 24th year	16.7331	200.80
Beginning of 25th year and thereafter	18.7417	224.90

(2) Vacation Leave--Maximum Accrual. Vacation leave shall not be permitted to accrue in excess of 240 hours by December 31 of any year.

(3) Vacation Leave--Cash Payment upon Termination. Upon termination from county employment, ~~((the))~~ an employee shall be paid a lump-sum payment for all accrued vacation leave up to a maximum of 240 hours; PROVIDED, That such payment continues to be allowed under state law. Accrued vacation leave in excess of 240 hours shall be forfeited.

(4) Vacation Leave Administration. All requests to use vacation leave accruals must be pre-approved by the supervisor. Requests must be submitted to the county in advance to allow adequate time to arrange for workload coverage. The supervisor shall approve or deny the request in writing, within fifteen days of receipt of the request.

Section 6. Snohomish County Code Section 3A.06.060, last amended by Ordinance No. 10-032 on June 23, 2010, is amended to read:

3A.06.060 Other leaves of absence.

~~((In addition to vacation and sick leave, the))~~ The county shall provide additional leaves of absence to employees under such circumstances as are specified in this section.

(1) Bereavement Leave. ~~((Eligible employees shall be granted))~~ Upon request, an employing official shall grant an eligible employee bereavement leave with pay in the event of a death in the immediate family of the employee. The maximum leave ~~((in such cases))~~ shall be three working days unless the death occurs at a distance of ~~((500))~~ 300 miles or more from the employee's home, in which case ~~((additional time))~~ up to four additional working days may be granted ~~((not to exceed three additional working days-))~~ to attend the funeral and to make necessary arrangements. If the employee is the personal representative

or the trustee of the estate of the deceased, the employing official shall grant an additional three days of bereavement leave and the employee may also, upon request to the supervisor, use two days of sick leave. ((The)) In this section, the term "immediate family" ((for this section only)) shall ((be taken to)) include:

(a) Spouse of the employee, children of the employee, and children of the spouse;

(b) Mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, ((and)) sister-in-law, stepmother, stepfather, stepbrother, and stepsister of the employee or spouse;

(c) Grandparents and grandchildren of the employee or spouse; and

(d) Any relative living in the immediate household of the employee.

In relationships other than those set forth above, or in cases in which an employee is responsible for making funeral arrangements, bereavement leave may be granted by the employing official upon request.

(2) Jury Duty and Court ((Leave)) Service. ((Eligible employees shall)) An eligible employee will be granted leave with pay while required to perform jury duty or when required to appear in court on any matter in which ((he/she)) the employee is not a party. ((The amount of pay granted in such cases shall be the difference between the employee's regular pay and any amount he/she actually receives as a result of such duty.))

(a) The employee will receive the employee's normal daily earnings for jury duty and court service; however, the employee must submit to the payroll section the employee's jury duty warrant or witness fee for the time served.

(b) An employee shall report for work during all hours the employee is released from jury duty or court service. If less than one hour remains from the time of such release to the end of the employee's regular shift, the employee shall call the employee's supervisor for instructions.

(c) An employee who works on swing or graveyard shift will be transferred to day shift for the period of jury duty or court service. An employee shall notify his or her supervisor within two working days of receipt of a notice of jury duty or court service.

(3) ((Disability Leave. Disability leave shall be granted for up to six months upon showing that the employee is temporarily disabled and is temporarily unable to perform the duties of his/her position. Requests for disability leave shall be accompanied by a written statement from the physician treating the employee outlining the nature of the disability and estimating when the employee will be able to return to work. Disability leave is leave without pay except for members of the LEOFF I system.

Employees may be replaced with temporary or regular employees during disability leave if necessary. Employees returning from disability leave shall assume their former positions with adjustments to their anniversary date only as provided for in SCC 3A.05.030. Except to the extent state law or regulations require otherwise, employees whose disabilities extend beyond six months in duration shall be entitled to return to their position only if the positions can be kept vacant or filled on a temporary basis. Otherwise, the employing official may appoint the returning employee to a comparable vacant position within the

~~department or attempt to arrange for appointment to a comparable position within another department. Where appropriate, placement in light duty assignments may be made to accommodate medical restrictions. If placement is not possible, the employee shall be laid off and his/her name shall be placed on a reemployment list for the class in which employment was originally held or for a class which is appropriate to the employee's medical condition.~~

~~((4))~~ Military Leave.

(a) Any employee who is a member of the Washington national guard or organized military reserve or armed forces of the United States shall be granted a military leave of absence from employment in accordance with RCW 38.40.060.

(b) Any employee who vacates a position of employment for service in the uniformed services shall be reemployed to the extent required by RCW 73.16.033 – 73.16.035 or any other provision of state or federal law.

~~((5))~~ (4) Leave Without Pay. ~~((Employees))~~ An employee may request leave without pay by submitting a written request to the employing official. Each request for such leave shall be considered in light of the circumstances involved and the needs of the organization. Such leave shall be for a defined period of time, not to exceed six months. Any leave without pay beyond six months duration must have the county executive's approval for good cause shown. All leaves of absence without pay shall be reported to the human resources department in the manner prescribed by the director and may cause the employee's seniority and anniversary dates to be adjusted.

(5) Civil Duty. Any employee who is elected or appointed to a political or legislative position which is compatible with the employee's county employment may be granted leave without pay to perform ~~((his/her))~~ his or her civil duty or may utilize accrued vacation leave and compensatory time if approved by the employee's supervisor.

PASSED this 12th day of Jan, 2011.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

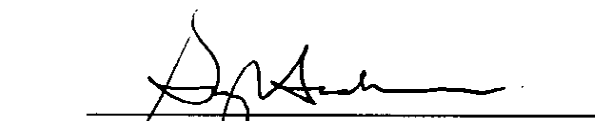

Chairperson

ATTEST:


Clerk of the Council, *asst.*

- APPROVED
- EMERGENCY
- VETOED

DATE: 1/13/11


for: County Executive

ATTEST:

GARY HAAKENSON
Deputy County Executive


Doreen Carl

Approved as to form only:


Deputy Prosecuting Attorney

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