

1 ADOPTED: 10/25/2023  
2 EFFECTIVE: 11/01/2023

3 SNOHOMISH COUNTY COUNCIL  
4 Snohomish County, Washington

5  
6 ORDINANCE NO. 23-094

7  
8 MODIFYING VACATION LEAVE ACCRUALS FOR CLASSIFIED EMPLOYEES AND  
9 AMENDING SCC 3A.06.050

10  
11 **BE IT ORDAINED:**

12  
13 Section 1. Snohomish County Code Section 3A.06.050, last amended by Ordinance No.  
14 20-074 on November 10, 2020, is amended to read:

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16 **3A.06.050 Vacation Leave.**

17 An eligible employee as set out in SCC 3A.06.010 will accrue vacation leave based on the  
18 number of hours actually worked or while on paid leave status in accordance with the schedule  
19 shown below. Vacation leave will not accrue during periods of leave without pay nor for hours  
20 worked in excess of 40 hours per week. Employees on furlough shall be considered to be in  
21 regular pay status for purposes of this section.

22 (1) *Vacation Leave Accrual.* During each year of employment an eligible employee will accrue  
23 vacation leave up to and including the maximum amount shown in the schedule below. A regular  
24 full-time employee will accrue vacation leave at the rates shown in the schedule below. An  
25 employee who is on regular pay status for less than a full calendar month and an employee  
26 whose regular pay status is less than full-time (40 hours per week) will accrue vacation leave  
27 proportionately to the number of hours the employee is on regular pay status. Vacation leave  
28 accrual will be based upon the employee's total time of continuous active employment with the  
29 county. Vacation leave accrued may not be used until it has been earned and credited to the  
30 employee's vacation leave account.

Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Date of employment to end of 1st year	<del>((6.7072))</del> <u>8</u>	<del>((80.49 ))</del> <u>96</u>
Beginning of 2 <sup>nd</sup> year to end of 2 <sup>nd</sup> year	<del>((8.0347))</del> <u>8.6667</u>	<del>((96.42))</del> <u>104</u>
Beginning of 3 <sup>rd</sup> year to end of 5 <sup>th</sup> year	10 <del>((.0433))</del>	120 <del>((.52))</del>
Beginning of 6 <sup>th</sup> year to end of 9 <sup>th</sup> year	12 <del>((.0520))</del>	144 <del>((.62))</del>
Beginning of 10 <sup>th</sup> year to end of 11 <sup>th</sup> year	14 <del>((.0607))</del>	168 <del>((.73))</del>
Beginning of 12 <sup>th</sup> year to end of 13 <sup>th</sup> year	<del>((14.7244))</del> <u>14.6667</u>	176 <del>((.69))</del>

Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Beginning of 14 <sup>th</sup> year to end of 15 <sup>th</sup> year	<del>((15.4056))</del> <u>15.3333</u>	184 <del>((.87))</del>
Beginning of 16 <sup>th</sup> year to end of 17 <sup>th</sup> year	<del>((16.0693))</del> <u>16</u>	192 <del>((.83))</del>
Beginning of 18 <sup>th</sup> year to end of <del>((24<sup>th</sup>))</del> <u>21<sup>st</sup></u> year	<del>((16.7331))</del> <u>16.6667</u>	200 <del>((.80))</del>
Beginning of <del>((25<sup>th</sup>))</del> <u>22<sup>nd</sup></u> year and thereafter	<del>((18.7417))</del> <u>20</u>	<del>((224.90))</del> <u>240</u>

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2 (2) *Vacation Leave – Maximum Accrual.* Vacation leave shall not be permitted to accrue in  
3 excess of ~~((240))~~ 320 hours by December 31<sup>st</sup> of any year.

4  
5 (3) *Vacation Leave -- Cash Payment upon Termination.* Upon termination from county  
6 employment, an employee shall be paid a lump sum payment for all accrued vacation leave up to  
7 a maximum of ~~((240))~~ 320 hours; PROVIDED, That such payment continues to be allowed  
8 under state law. Accrued vacation leave in excess of ~~((240))~~ 320 hours shall be forfeited.

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10 (4) *Vacation Leave Administration.* All requests to use vacation leave accruals must be pre-  
11 approved by the supervisor. Requests must be submitted to the county in advance to allow  
12 adequate time to arrange for workload coverage. The supervisor shall approve or deny the  
13 request in writing, within 15 days of receipt of the request.


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15 Section 2. Effective Date. This ordinance shall take effect on November 1, 2023.

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17 PASSED this 25<sup>th</sup> day of October, 2023.

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20 SNOHOMISH COUNTY COUNCIL  
21 Snohomish County, Washington

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25 \_\_\_\_\_  
26 Council Chair

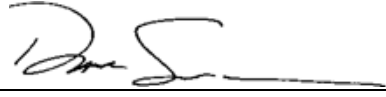
27 ATTEST:

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31 Deputy Clerk of the Council

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(X) APPROVED  
( ) EMERGENCY  
( ) VETOED

DATE: October 25, 2023

  
\_\_\_\_\_  
County Executive

ATTEST:

Melissa Geraghty

Approved as to form only:

Steve Bladek 9/6/23  
Deputy Prosecuting Attorney