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SNOHOMISH COUNTY
EXECUTIVE OFFICE

COUNTY COUNCIL
Snohomish County, Washington



JUN 28 1988
(1587)

Amended
ORDINANCE NO. 88-048

WDT. GW. PCK
JAM KLB WBD

AMENDING SNOHOMISH COUNTY CODE
SECTION 3A.06.040 REVISING THE
COUNTY'S SICK LEAVE PROGRAM

WHEREAS, the county's existing sick leave program is being interpreted by the Public Employees Retirement System in a manner which deprives retiring Snohomish County employees of expected retirement benefits; and

WHEREAS, to obtain such benefits, employees must reduce their sick leave accruals by excessive sick leave use, causing significant losses in productivity; and

WHEREAS, the County Council wishes to correct the sick leave program so that it will be an incentive to all employees to save their sick leave as an economic cushion against catastrophic illness; and

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Section 3a.06.040 of the Snohomish County Code is hereby amended to read:

3a.06.040 Sick 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.

(1) Sick leave accrual. Eligible employees as defined in section 3a.06.010 shall accrue sick leave at the rate of one working day (8 hour maximum) for each full calendar month of employment. Employees who are on regular pay status for less than a full calendar month shall accrue sick leave proportionately to the number of hours they are on regular pay status. For the purpose of calculating sick leave accruals, the employee shall be credited with .046 hours of sick leave for each hour on regular pay status as shown on the payroll, but not for more than forty (40) hours per week. Sick leave accrued shall not be ((credited)) awarded nor used until the end of the ((month)) accounting period in which it is earned. Employees who are covered by the disability leave provisions of the LEOFF I system shall not be eligible for sick leave accrual.

(2) Use of sick leave. 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 (3) days in a calendar year, by the employee, may be allowed by the employing official. The three (3) day limit will not apply in cases where sick leave is used to care for a child of the employee under the age of eighteen (18) with a health condition that requires treatment or supervision.

Both male and female employees may take up to five (5) 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 disability leave provisions of this ordinance.

(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 affect to his or her sick leave or vacation account. Scheduled workdays falling within the first three (3) calendar days following the day of injury are compensable through accrued sick leave, provided however, if the period of disability extends beyond fourteen (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 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 (3) 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 (1) and two (2) day absences.

(6) Sick Leave - Maximum Accrual - Current Leave Account. Accrued but unused sick leave in the CLA shall not exceed twenty-four (24) days at any time. When the accrual of sick leave would generate hours in excess of the twenty-four (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.

((5)) (7) ((Sick leave)) 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:

<u>Length of Classified Service</u>	<u>Maximum Number of Days ((/Hours)) Paid</u>	<u>Maximum Number of Hours Paid</u>
<u>Date of employment ((to 5th anniversary) through the 5th year</u>	<u>0</u>	<u>0</u>
<u>Date of 5th anniversary ((to 10th anniversary) through the 10th year</u>	<u>5</u>	<u>40</u>
<u>Date of 10th anniversary ((to 15th anniversary) through the 15th year</u>	<u>10</u>	<u>80</u>
<u>Date of 15th anniversary ((to 20th anniversary) through the 20th year</u>	<u>15</u>	<u>120</u>
<u>Date of 20th anniversary and thereafter</u>	<u>(30) 24</u>	<u>192</u>

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 twenty (20) or more years of service or who are sixty five (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 (1) day of pay for each ten (10) days of accrued leave at the employees then current daily pay rate.

((Section 2- Effective date: The effective date of this ordinance shall be 7 1988-))

Passed this 22nd day of June 1988.

SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

Stanley Bartholomew
Chairperson

Approved as to form:

Deputy Prosecuting Attorney

ATTEST:

Kathryn J. Norton
Clerk of Council

- (x) APPROVED
- () VETOED
- () EMERGENCY

Dated:

June 29, 1988

John Martinis
JOHN MARTINIS
Deputy Executive
County Executive

ATTEST:

Glenn Colwell