

Manchester Water District  
PO Box 98  
Manchester WA 98353-0098  
(360) 871-0500

**MANCHESTER WATER DISTRICT**  
**Resolution No. 2026-06**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS AMENDING THE DISTRICT  
PERSONNEL POLICY REGARDING FAMILY AND MEDICAL LEAVE TO  
INCORPORATE WASHINGTON PAID FAMILY AND MEDICAL LEAVE (PFML) AND  
UPDATE THE DISTRICT'S LEAVE POLICY TO COMPLY WITH APPLICABLE  
FEDERAL AND STATE LAW.**

**WHEREAS**, the District has adopted a Personnel Policy governing the terms and conditions of employment for District employees; and

**WHEREAS**, periodic revisions are also essential to update and/or improve District policies; and

**WHEREAS**, the District's existing Personnel Policy contains provisions addressing leave under the federal Family and Medical Leave Act (FMLA); and

**WHEREAS**, since adoption of the current Personnel Policy, the State of Washington implemented the Washington Paid Family and Medical Leave (PFML) program, codified in Chapter 50A.04 RCW, establishing paid family and medical leave benefits administered by the Washington Employment Security Department; and

**WHEREAS**, The Board of Commissioners desires to update the District's Personnel Policy to accurately reflect applicable federal and Washington law, provide employees with clear guidance regarding available family and medical leave benefits, and establish consistent administrative procedures for the coordination of leave benefits; and

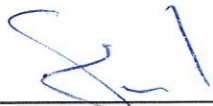
**WHEREAS,** The Board has reviewed the proposed revisions and finds that adoption of the updated Family and Medical Leave policy is in the best interest of the District and its employees.

**NOW THEREFORE BE IT RESOLVED** by the District Board that the District Employee Manual revision listed in Exhibit A, attached hereto, is hereby adopted.

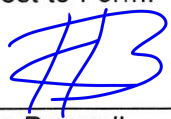
**THIS RESOLUTION** was duly considered and approved by the Manchester Water District Board of Commissioners in a regularly scheduled open public meeting on August 11, 2026.

1. **Ratification.** Any act consistent with the authority granted pursuant to this Resolution occurring prior to the effective date of this Resolution is hereby ratified and affirmed; and
2. **Severability.** The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this resolution or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of the resolution, or the validity of its application to other persons or circumstances; and
3. **Distribution.** The General Manager is directed to incorporate the amended policy into the District Personnel Policy Manual, distribute the revised policy to all employees, and maintain the official Personnel Policy Manual as amended; and
4. **Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

ADOPTED by the Manchester Water District Board of Commissioners at a regular meeting held on August 11<sup>th</sup>, 2026.

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| _____<br>Steve Pedersen<br>Commissioner                                             | _____<br>James E. Strode<br>Board Chair                                             | _____<br>Robert Ballard<br>Secretary                                                 |

Attest to Form:

  
\_\_\_\_\_  
Ken Bagwell  
Manchester Water District Attorney