

341 POLICY: Employee Leave Benefits

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Approval: BOFC

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Revision #1

341.1 PURPOSE AND SCOPE

To establish a policy that describes Leave Benefits for District employees. Employees covered by a collective bargaining agreement or employment contract should reference their Agreement for a description of their leave benefits. Nothing in this policy supersedes any provision of any collective bargaining agreement or contract.

The benefits identified in this policy are intended to be for full-time and part-time employees. Some part-time employees may not be eligible. The Individual employee's contract or employment agreement will be used in those cases. In situations when a qualifying full-time employee has a reduction in working hours, then the employee's benefits may be adjusted accordingly by the Fire Chief.

341.2 POLICY

It is the policy of Orcas Island Fire & Rescue to manage leave for eligible employees in compliance with federal and state law and any applicable collective bargaining agreement. It is the policy that Salary and Hourly wage employees receive the benefits below.

341.3 ELIGIBLE EMPLOYEES

Employees are eligible for Leave Benefits after working for the Orcas Island Fire & Rescue for at least 90 days and completing 480 hours over the 3 months prior to the commencement of the leave, unless approved by the Fire Chief

Employees may not be eligible for leave if there are documented concerns regarding the employee's job performance during the initial 90 days. If documented concerns exist, an additional 30/60/90 days may be established as the timeframe before that employee is eligible to utilize their leave benefits. Note: Leave Benefits start to accrue on day one of employment.

341.4 ANNUAL LEAVE

Accrual: Annual leave for full-time employees shall be accrued on a monthly basis and leave calculations are based on an 8-hour workday. The rate of accrual is one twelfth of the total per that year. (Example: A full-time employee with less than one year will earn 1/12th of 10 days (80 hours) leave per month or 6.67 hours per month.) A full-time work week is 40 hours.

341.4.1 Accrual Rates

- Year 1 = 6 hours and 40 minutes per month which equates to 10 days/year
- Year 2 = 8 hours per month which equates to 12 days/year
- Year 3 = 9 hours and 20 minutes per month which equates to 14 days/year

- Year 4 = 10 hours and 40 minutes per month which equates to 16 days/year
- Year 5 = 12 hours per month which equates to 18 days/year
- Year 6-9 = 13 hours and 20 minutes per month which equates to 20 days/year
- Year 10-12 = 14 hours and 40 minutes per month which equates to 22 days/year
- Year 13-15 = 16 hours per month which equates to 24 days/ year
- Year 16-18 = 17 hours and 20 minutes per month which equates to 26 days/ year
- Year 19+ = 18 hours and 40 minutes per month which equates to 28 days/ year

The accrual leave rate will increase per the above schedule for the employment anniversary month.

341.4.2 Part-time Employees

Part-time employees working a regular or flexible schedule that average 21 hours or more per week will accrue vacation leave on a per hour based on the same accrual rates using 173.3 hr work month.

341.4.3 First Year of Employment

Annual leave hours will begin accruing according to the new employee's starting date of work but may not be used during the first 3 months of employment, unless approved by the Fire Chief.

341.4.3 Payment upon Separation

Should an employee separate with annual leave remaining, it will be paid at straight time in the final check and accompanied with an accounting statement.

341.4.4 Carry Over

Employees may accrue annual leave to a maximum of 240 hours. Hours exceeding the maximum shall be forfeited, unless approved by the Fire Chief.

341.5 HOLIDAY LEAVE

Each Full-time employee shall receive Eleven (11) paid holidays per year as follows: New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and a Personal (floating) Holiday.

Part-time employees working a regular or flexible schedule that average 21 hours or more per week shall receive prorated paid holiday hours. (Example: A part-time employee that typically works 24 hours a week or 60% will receive 4.8 holiday hours for that week regardless of their work schedule.)

Holidays taken off may be substituted one for one with the approval of the Fire Chief, with preference for the exchange to be taken in the same calendar month.

341.6 SICK LEAVE

Accrual: Sick Leave shall be accrued as follows: Each Full-time employee shall earn one day (8 hours) of sick leave per month of employment. Sick leave may be used for the care of an immediate family member. Disability Leave may be granted for employees of qualified state retirement systems.

341.6.1 Sick Leave for Part-time Employees

Part-time employees working a regular or flexible schedule that average 21 hours or more per week shall earn sick leave per hour worked based on the same rate using 173.3 hr work month.

Employees working less than an average of 21 hours per month shall earn 1 hour of paid sick leave for every 40 hours worked.

341.6.2 Sick Leave Carry Over

Sick leave shall be cumulative from month to month and year to year for a maximum of 480 hours. Employees working less than an average of 21 hours per month shall carry over a maximum of 40 hours to the next year. Any unused sick leave exceeding the maximum shall be forfeited.

Unused sick leave shall be converted to compensation upon termination of employment as follows:

- Resignation or layoff = 25%.
- Disability, death, or retirement with less than 10 years of employment = 25%.
- Disability, death, or retirement with 10 or more years of employment = 50%.
- On Duty Death = 100%

341.7 BEREAVEMENT LEAVE

In the event of a death of an immediately family member, up to five (5) days leave shall be granted by the Chief. Circumstances, travel time, and other considerations will be taken into account to determine the amount of leave time granted. Immediate Family = Spouse/Partner, Children, Mother, Father, Sister, Brother, or Grandparents.

341.8 EDUCATIONAL LEAVE

Training or Educational courses that are in excess of one week in length (6 workdays including travel) may be granted by the Chief, up to two weeks in length (12 workdays including travel). Courses more than two weeks shall be by recommendation and justification by the Chief and as approved by the BOFC.