

Resolution No. 415

A resolution to amend the City's Personnel Manual regarding the City's shared leave program.

WHEREAS, The City adopted a shared leave program as part of its personnel manual; and

WHEREAS, since its adoption, the Council has agreed to alterations that have not been codified as official changes;

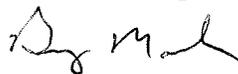
THEREFORE BE IT RESOLVED BY THE CITY OF FORKS THAT PERSONNEL POLICIES FOR THE CITY OF FORKS, PARAGRAPH 8.9 IS HEREBY MODIFIED AS INDICATED BELOW:

8.9 SHARED LEAVE PROGRAM

The Mayor may authorize employees to donate their accrued sick leave to another City employee who is suffering from, or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

- To be eligible to donate sick leave, the employee who donates leave must have at least ten (10) days of accrued leave. In no event shall a leave transfer result in the donor employee reducing his/her vacation leave balance to less than ten (10) days. Transfer of leave will be in increments of one hour of leave. All donations of leave are strictly voluntary. Unused donated leave can be given back to the donor(s)
- The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave.
- While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.
- An employee receiving donated sick leave is limited to receipt and use of ~~175 hours;~~ ~~HOWEVER, an employee may petition the Mayor to request that the City Council authorize the employee to receive up to a total of 525 hours of shared leave. Use of the shared leave program may be limited to no more than once within a two year period.~~ 480 hours in a one year period. Use of donated sick leave shall be governed under the same rules and regulations as regular sick leave, including FMLA.

Passed this 25th day of February, 2013 by the City Council.



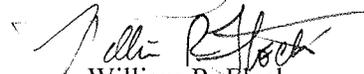
Bryon Monohon
Mayor

Attested and Authenticated to:



Audrey Grafstrom
Clerk/Treasurer

Approved as to Form:



William R. Fleck
Attorney/Planner