

Resolution No. 483

Amending the policy and procedure manual for
employees of the City of Forks regarding Vacation Leave

WHEREAS, the City has an adopted policy and procedure manual that includes polices associated with vacation accrual, comp time accrual, and the like;

WHEREAS, the recently adopted collective bargaining agreements require changes to the policy and procedure manual;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORKS, THAT

Section 1. The City of Forks Policy and Procedure Manual Chapter 8.1 is hereby amended as follows:

8.1 Vacation Leave

Each regular full-time employee is entitled to vacation leave as follows:

Years of Employment	Vacation Hours Earned
<u>0-3 years</u>	<u>8 hours/month (12 days per year)</u>
<u>4-8 years</u>	<u>10 hours/month (15 days per year)</u>
<u>9-14 years</u>	<u>13.34 hours/month (20 days per year)</u>
<u>15-19 years</u>	<u>16.68 hours/month (25 days per year)</u>
<u>20+ years</u>	<u>18 hours/month (27 days per year)</u>

An employee may choose to reduce excess vacation accrual by requesting payment up to a maximum of 80 hours of vacation pay ~~annually in April~~, provided they will be left with a balance of at least 80 hours. The written request must be approved by the department head and mayor, and will be paid with the first payroll in May. Employees may request a payout once per year, either in April to be paid with the first payroll in May or in October to be paid with the first payroll in November.

1. Effective date. These amendments will become affective 1 January 2020.

Passed this 23rd day of December by the City Council of the City of Forks.




Tim Fletcher
Mayor

Attested to:



Audrey Grafstrom
Clerk/Treasurer

Approved as to Form:



William R. Fleck
Attorney/Planner