

ORDINANCE NO. 204
CITY OF LYNNWOOD

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AN ORDINANCE PROVIDING FOR HOLIDAYS, SICK LEAVE AND VACATION TIME FOR EMPLOYEES OF THE CITY OF LYNNWOOD, WASHINGTON, AND REPEALING ORDINANCE NO. 54, AND ALL ORDINANCES IN CONFLICT HEREWITH.

THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. DEFINITIONS.

- A. Service - is being present for and performing the duties to which an officer or employee of the City of Lynnwood has been assigned.
- B. Continuous Service - is continuous service in a full-time position of employment with the City of Lynnwood in a full-time paid status and shall continue until resignation or involuntary dismissal of an officer or employee (military leave of not to exceed thirty days or less in any one calendar year; absence because of involuntary service in time of war; or absence while receiving sick leave pay or injury pay from the City of Lynnwood shall not constitute discontinuance of service.)
- C. Full-time position - shall be that of a person who is compensated on the basis of a salary set by ordinance on a monthly basis.
- D. Permanent employee - shall be a person who is compensated on the basis of a salary set by ordinance on a monthly basis.

SECTION 2. HOLIDAYS

- A. Each permanent city employee shall be entitled to one day of vacation on each of the following holidays which are hereby declared to be official holidays of the City of Lynnwood:

New Year's Day	January 1st
Washington's Birthday	February 22nd
Memorial Day	May 30th
Independence Day	July 4th
Labor Day	
Veteran's Day	November 11th
Thanksgiving Day	
Christmas Day	December 25th

If the date of any holiday should be changed, the new date shall be deemed a holiday, and any holiday falling on Sunday shall be observed the following Monday. In addition to the above, and day may be designated as a holiday by the City Council.

- B. Each permanent city employee who, because of the nature of duty, works on any holiday, shall be given vacation with full pay on one other day for each holiday that he is on duty. Such vacation days to be given at the convenience of the city, but within 12 months of the holiday worked.
- C. Any employee shall receive the holiday with pay only if in a paid status the work day before and the work day after the holiday.

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SECTION 3. ANNUAL VACTION.

- A. Each permanent employee shall accrue the following amount of vacation time with pay depending on the length of continuous service with the City of Lynnwood, except that this will not include employees paid on an hourly basis, and may only be drawn upon by an employee after completion of one years service:

<u>LENGTH OF CONTINUOUS SERVICE</u>	<u>VACATION TIME ACCRUED</u>
1st, 2nd, 3rd, 4th years	10/12 of a working day per month (10 working days each year)
5th, 6th and 7th years	1 working day for each month (12 working days each year)
8th year thru the 19th year	15/12 of a working day per month (15 working days each year)
20th year and over	20/12 of a working day per month (20 working days each year)

- B. Vacation time shall be taken within the 12 month period following the period for which it is accumulated and may not be extended without the approval of the City Supervisor and/or Mayor.
- C. A vacation schedule for each department shall be prepared by each department head and forwarded to the City Supervisor and Mayor for approval, not later than March 1 of each year, which upon approval shall be posted in a conspicuous place. Vacations shall be granted based upon the seniority of an employee.

SECTION 4. Employees who are granted a leave of absence with pay for any purpose shall continue to accrue vacation leave at the regularly prescribed rate during such absence.

SECTION 5. Each employee whose service is terminated shall be compensated for any accumulated vacation leave prior to the effective date of such termination.

SECTION 6. When an employee is transferred to another position, any unused vacation leave which may have accumulated to his credit shall continue to be available for his use as necessary.

SECTION 7. Sick Leave with pay shall accrue at the rate of 10/12 of one working day of leave for each full calendar month of the employee's service, and any such leave accrued but unused in any year shall be accumulative for succeeding years to a maximum of 50 working days. Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave at the regularly prescribed rate during such absence.

SECTION 8. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:

- A. Personal illness or physical incapacity resulting from cause beyond employee's control;

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- B. Forced quarantine of the employee in accordance with community health requirements; or
- C. The death of a member of the employee's immediate family, which shall include the mother, father, brother, sister, husband, wife, son or daughter, but not limited thereto, of the employee. The length of leave shall be determined by the Mayor or City Supervisor.

SECTION 9. An employee on sick leave shall inform the person designated by his department head of the fact and the reason therefore as soon as possible and complete a sick leave report upon return to work and submit it to department head.

SECTION 10. When the sick leave continues for three or more work days, the employee shall file a physician's certificate with the Mayor or City Supervisor stating the cause of the absence and the nature of the illness, except for sick leave used in the event of the death of a member of the employee's family.

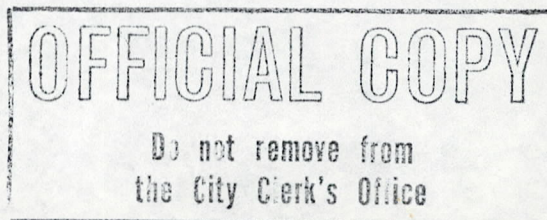
SECTION 11. Any failure to give a notice or file a physician's certificate or complete the sick leave report as required herein, may be cause of denial of such leave with pay for the period of absence.

SECTION 12. An employee receiving sick leave with pay who simultaneously receives compensation under the Workmen's Compensation Law, or any other insurance plan paid for by the City, shall receive for the duration of such compensation only that portion of his regular salary which, together with said compensation, will equal his regular salary and sick leave shall be charged at the same rate as the portion of his salary paid is to his full-time regular salary.

SECTION 13. When an employee is transferred to another position, any unused sick leave which may have accumulated to his credit shall continue to be available for his use as necessary and upon termination all ~~accrued~~ and unused sick leave shall be converted to vacation leave, at the rate of 1 day of vacation for each 5 days of sick leave.

SECTION 14. The vacation or sick leave for each permanent city employee accrued but unused at the time of enactment of this ordinance or that vacation or sick leave shall be credited to the employee for use under terms of this ordinance.

SECTION 15. That Ordinance No. 54 and all ordinances or parts of ordinances in conflict herewith, be and the same are hereby repealed.



SECTION 16. That this ordinance shall take effect and be in force after this
27th day of July, 1964.

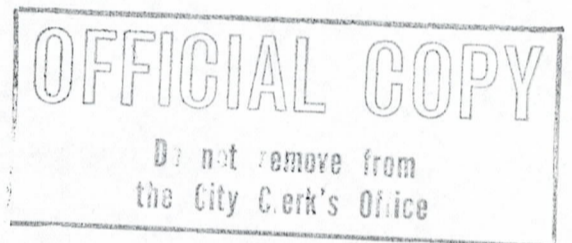
PASSED by the City Council of the City of Lynnwood this 27th day of July, 1964
and signed in authentication of its passage this 27th day of July,
1964.

Lloyd Albers
Mayor

Approved as to form:

J. Gaylord Riach

J. GAYLORD RIACH
Attorney for the City of Lynnwood



ATTEST:

D. J. Bingham

D. J. BINGHAM
City Clerk

