

ORIGINAL

RESOLUTION NO. 281

A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING REVISIONS TO PERSONNEL POLICIES REGARDING AVAILABLE LEAVE TO INCLUDE 1) CAREGIVER LEAVE FOR AN INJURED SERVICE MEMBER, 2) PUBLIC EMPLOYEES INCREASE IN PAID TIME OFF FOR MILITARY LEAVE, 3) LEAVE FOR SPOUSES OF MILITARY PERSONNEL AND 4) LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

WHEREAS, the City of Shoreline has adopted personnel policies codified in the *City of Shoreline Employee Handbook* last revised January, 2007 by Resolution No. 253; and

WHEREAS, the City Council wishes to revise its personnel policies to include 1) Caregiver Leave for an Injured Service Member, 2) Public Employees Increase in Paid Time Off for Military Leave, 3) Leave for Spouses of Military Personnel and 4) Leave for Victims of Domestic Abuse; now therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON:

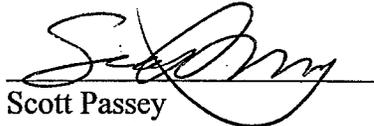
Section 1. Amendment. Sections 6.06, and 6.11 of the *City of Shoreline Employee Handbook* are amended, and new sections 6.14 and 6.15 are added as set forth in Exhibit A attached hereto.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 17, 2008.



Mayor Cindy Rya

ATTEST:



Scott Passey
City Clerk

6.06 Family Leave

The City complies with the Federal Family and Medical Leave Act of 1993 (the FMLA -29 U.S.C.A.2611) and all applicable state laws (RCW 49.78) related to family and medical leave. This policy provides detailed information concerning the terms of FMLA.

A. Length of Family Leave and Eligibility: Eligible employees may take up to 12 weeks of unpaid, family leave every 12 months for certain family and medical reasons, or up to 26 weeks of unpaid, family leave every 12 months for military family leave. To be eligible, an employee must have worked for the City for at least 12 months and for at least 1,250 hours over the previous 12 months.

B. Reasons for Taking Leave: Family leave is provided for any of the following reasons:

1. To care for an employee's child after birth or placement for adoption or foster care. Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.
2. To care for an employee's spouse child or parent who has a serious health condition
3. To care for a spouse, son, daughter, parent or next of kin who has a serious health condition as a result of military service ("military family care").
4. ~~3.~~ If a serious health condition makes an employee unable to perform the functions of his or her job.

C. Definitions. For the purposes of this policy, the following definitions apply:

... [1 unchanged]

2. Military Family Care: Caring for a spouse, parent, son, daughter or next of kin with a serious injury or illness as a result of military service.

... [2 - 4 renumbered as 3-5]

... [E- O Unchanged]

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6.11 Military Leave (Military Training)

Any regular employee may take up to twenty one fifteen work days per year for active duty training if he/she is a member of the Washington National Guard, the Army, Navy, Air Force, Coast Guard or Marine Corps Reserves of the United States. This leave is in addition to regular vacation leave. For purposes of this section, "year" shall mean from October 1 to September 30.

An employee will continue to receive his or her normal pay during such active duty training, provided a written copy of the orders is submitted to the supervisor prior to leave and a written copy of the release is submitted upon return. If the active duty exceeds fifteen working days, the employee will be required to take the excess time first as compensatory time, vacation, and then leave without pay.

6.14 Spousal Military Deployment Leave

An employee who works an average of twenty or more hours a week and who is a spouse of a military service member may take up to fifteen days of unpaid leave while the military service members is on leave from deployment, or before and up to deployment, during times of military conflict declared by the President or Congress. An employee must provide Human Resources with notice of his/her intent to take leave within five business days of receiving official notice of leave from deployment or of an impending call to duty.

6.15 Leave for Victims of Domestic Violence and Their Family Members

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.

While leave is unpaid, employees may elect to use paid sick, vacation or other accrued paid time off while on leave.

Employees must give as much advance notice of the need for leave under this policy as is possible. Leave requests must be supported with one or more of the following:

- A police report indicating the employee or employee's family member was a victim.
- A court order providing protection to the victim.
- Documentation from a healthcare provider, advocate, clergy, or attorney.
- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

For purposes of this section only, family member means child, spouse, parent, parent-in-law, grandparent, or person the employee is dating. The City may request verification of family relationship.