

AN ORDINANCE OF THE CITY OF KIRKLAND, WASHINGTON, RELATING TO CONDITIONS OF EMPLOYMENT BY THE CITY OF KIRKLAND, DESIGNATING HOLIDAYS FOR EMPLOYEES, ESTABLISHING SICK LEAVE AND ANNUAL LEAVE AND CONDITIONS UNDER WHICH SUCH LEAVE ACCUMULATES AND FURTHER PROVIDING COMPENSATION FOR OVERTIME BY TIME OFF.

THE CITY COUNCIL OF THE CITY OF KIRKLAND DO ORDAIN AS FOLLOWS:

Section 1. HOLIDAYS (a) All monthly and hourly employees of the City of Kirkland covered by this ordinance shall be entitled to observe the following legal holidays, with the exception of those employees specifically assigned to operating duties, emergency work, or special maintenance service; said employees to be granted one (1) working day off in lieu of the holiday.

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

If a holiday falls on Sunday, one working day off on the Monday following the holiday will be granted.

Section 2. SICK LEAVE (a) Sick leave compensation shall accumulate at the rate of one (1) working day for each calendar month of employment. New employees shall be eligible for sick leave benefits after ninety (90) days of employment. All sick leave shall accumulate from date of hire.

(b) Accumulated sick leave shall be limited to a maximum of sixty (60) calendar days and shall be carried to the credit of the employee as long as his employment continues.

(c) Sick leave shall be granted to an employee for any period up to and including three (3) days upon written notification to the department head by the employee affected. Sick leave exceeding

three (3) days shall be substantiated by a doctor's certificate. The employer shall furnish forms to be filled out when the employee returns to work after illness. Any employee misusing this provision will be subject to immediate dismissal from employment.

(d) At the expiration of any period of sick leave, an additional sixty (60) days leave without pay may be granted at the request of the employee and such leave privilege shall be at the request of the employee and subject to the approval of the Mayor.

(e) No cash settlement, upon termination of employment, shall be made for unused sick leave.

(f) In case of serious injury or illness, the employee's position shall be held for him until it has been established by the employer and the doctor that he will be unable to return to work, except that nothing in this section shall prevent the employer from hiring a temporary employee while the regular employee is on leave, subject to a time limitation of six (6) calendar months.

(g) Temporary employees of less than ninety (90) days' employment shall not be entitled to any benefits under this section.

(h) Police personnel will be given holiday time off within thirty (30) days of the holiday involved.

Section 3. VACATIONS All employees covered by this ordinance shall be entitled to paid vacations in conformity with the following, and retroactive to start of continuous employment:

(a) The employee shall be entitled to five (5) working days after the first year of employment. (Must be one (1) full year of continuous full time employment).

(b) A total of ten (10) working days paid vacation shall be granted after twenty-four (24) months continuous full time employment.

(c) After five (5) years of continuous full time employment, an additional one (1) day for each full year, to a maximum of five (5) additional days or a total of fifteen (15) days vacation will be granted.

(d) Vacations shall not accumulate longer than one (1) year and shall be taken within the one (1) year period.

(e) Vacation credits shall not accrue during any period of authorized leave of absence and temporary employees shall not be entitled to any benefits listed in this section.

(f) Earned vacation time will be paid to employees who voluntarily or involuntarily terminate employment, providing employee has qualified under section (a).

(g) Vacations shall be taken at a time mutually agreed upon between the department head and the employee. Department heads will take their vacations at a time mutually agreed upon between themselves and the Mayor.

Section 4. OVERTIME Any continuous extra time will be compensated at straight time off only. Any called out on special assignment, time and one half off will be granted. All overtime earned must be taken within ninety (90) calendar days from time overtime was put in.

Section 5. This ordinance shall be in force five days from and after its passage by the Council, approval by the Mayor and publication according to law.

Introduced the 6th day of January, 1958.

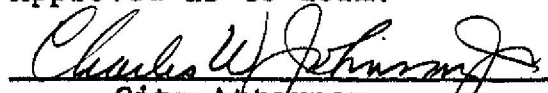
PASSED and APPROVED the 20th day of January, 1958.


Mayor

Attest:


City Clerk

Approved as to form:


City Attorney