

ORDINANCE O-4928

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO
MANAGEMENT LEAVE BENEFITS FOR NON-REPRESENTED STAFF
THROUGH AN AMENDMENT TO KIRKLAND MUNICIPAL CODE 3.80.115
AND ESTABLISHING AN EFFECTIVE DATE.

1 WHEREAS, recent recruitments of non-represented staff have highlighted the
2 importance of leave benefits for attracting and retaining highly qualified staff; and
3

4 WHEREAS, management leave is provided by the City of Kirkland for most, but not all,
5 eligible, non-represented positions in recognition that these salaried/exempt positions are not
6 eligible for overtime and often work more than 40 hours per week; and
7

8 WHEREAS, the City currently limits management leave to certain employment
9 positions within the City's Management and Confidential ("MAC") employee group, excluding
10 some exempt, non-represented positions in Finance, Human Resources, and certain
11 administrative roles; and
12

13 WHEREAS, as a standard practice in local government, management leave is one way
14 of recognizing the additional, non-overtime-eligible hours invested by MAC employees while
15 also remaining competitive with the benefits and leave offerings of comparable local
16 jurisdictions; and
17

18 WHEREAS, other comparable local jurisdictions offer management leave to all exempt,
19 non-represented staff and offer higher rates of management leave; and
20

21 WHEREAS, remaining competitive in leave benefits supports timely recruitment and
22 helps ensure a strong and diverse candidate pool for critical leadership positions; and
23

24 WHEREAS, remaining competitive in leave benefits supports retention of highly
25 qualified personnel in critical leadership positions; and
26

27 WHEREAS, in a regular public meeting on February 3, 2026, the City Council received
28 a report and recommendation from Human Resources staff relating to vacation and
29 management leave for non-represented staff.
30

31 NOW, THEREFORE, the City Council of the City of Kirkland do ordain as follows:
32

33 Section 1: Section 3.80.115 of the Kirkland Municipal Code is amended to read as
34 follows, with new text shown in underline and deleted text shown in ~~strikethrough~~:
35

36 **3.80.115 Management leave for eligible employees.**
37

38 (a) Purpose. The city recognizes that employees who are exempt for purposes of overtime
39 pay often put in hours that extend beyond the standard work week, without additional
40 compensation or compensatory time off, to meet the demands of their position. While some
41 extra work time is an expected component of these positions, the city wishes to provide a
42 benefit in recognition of this service. This section provides for management leave, which is a
43 paid leave for a group of overtime-exempt employees.
44

45 (b) Management Leave Program. The management leave program is a benefit attached to
46 specific employee positions that are part of the city's MAC group. The MAC group includes

47 designated management and confidential employees. Management leave is made available to
 48 ~~certain~~ employees in the MAC group whose positions are exempt from the overtime pay
 49 requirements of the federal Fair Labor Standards Act (FLSA). "Management leave" means time
 50 off with pay granted to eligible employees and shall be in addition to earned vacation benefits.
 51 Management leave is granted in recognition of extraordinary work time required in overtime-
 52 exempt positions. Management leave is not intended to be balanced hour for hour with extra
 53 time worked.

54
 55 (c) Eligibility to Receive Management Leave. For purposes of this section, "eligible employee"
 56 means an employee who:

- 57
 58 (1) Is part of the city's MAC group;
 59
 60 (2) Is overtime exempt under FLSA as a regular, salaried professional, administrative
 61 or executive employee; and
 62
 63 (3) Does not receive overtime pay or compensatory time off and is not covered by an
 64 agreement for the city to pay overtime or provide compensatory time off; ~~and~~
 65
 66 ~~(4) Is in a position covered by the management leave program.~~

67
 68 (d) Management Leave Schedule. The human resources division shall maintain a list of
 69 positions that are eligible for management leave and showing the amount of leave granted.
 70 Eligible employees shall be granted management leave according to the following schedule:

- 71
 72 (1) ~~Fifty~~ Eighty hours annually—Executive management group (consisting of the city
 73 manager, assistant city manager, and department directors);
 74
 75 (2) ~~Forty~~ Sixty hours annually—Managers (consisting of positions designated as
 76 managers in the MAC group); and
 77
 78 (3) ~~Thirty~~ Fifty hours annually—Supervisors (consisting of positions designated as
 79 overtime-exempt supervisors in the MAC group); and ;
 80
 81 (4) Forty hours annually—Non-supervisors (consisting of positions designated as
 82 overtime-exempt in the MAC group).

83
 84 (e) Management leave shall be prorated for eligible employees who work part-time and for
 85 eligible employees who start midyear.

86
 87 (f) Procedure for Use. The applicable amount of management leave shall be granted annually
 88 at the start of each calendar year. Eligible employees must notify supervisors in advance of
 89 the time management leave is to be used and are expected to schedule such absence in a
 90 manner which will cause the least impact upon work within their department.

91
 92 (g) Payment for Unused Management Leave. Management leave must be used in the year
 93 for which it is given. Any employee with management leave hours remaining unused as of
 94 November 30th, and who has not by that date received supervisory approval to use such
 95 remaining leave during the month of December, shall receive monetary payment in lieu thereof.
 96 Such payment will be calculated on the basis of the employee's regular rate of pay as of
 97 November 30th. The city will make such payment by the end of December of that year.
 98

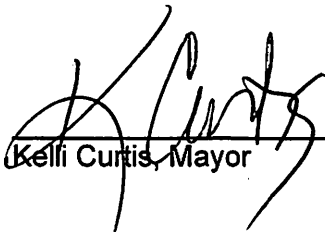
99 (h) Payments under this section shall not be included in any calculation of the employee's
100 average final compensation used to determine the employee's pension benefit amount or
101 eligibility.
102

103 (i) Upon termination or resignation, an employee shall receive monetary payment in lieu of
104 unused management leave hours.
105

106 Section 2. If any provision of this ordinance or its application to any person or
107 circumstance is held invalid, the remainder of the ordinance or the application of the provision
108 to other persons or circumstances is not affected.
109

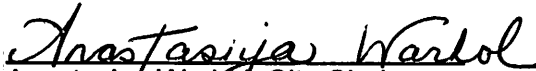
110 Section 3. This ordinance shall be in force and effect five days from and after its
111 passage by the Kirkland City Council and publication, as required by law, and shall apply
112 retroactively to January 1, 2026.
113

114 Passed by majority vote of the Kirkland City Council in open meeting this 3rd day of
115 March, 2026.



Kelli Curtis, Mayor

Attest:



Anastasiya Warhol, City Clerk

Approved as to Form:



Darcey Eilers, City Attorney

Publication Date: March 9, 2026

PUBLICATION SUMMARY
OF ORDINANCE NO. O-4928

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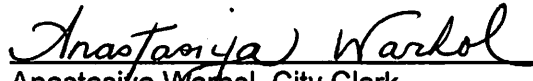
1 SECTION 1. Amends Section 3.80.115 of the Kirkland Municipal Code.
2

3 SECTION 2. Provides a severability clause for the ordinance.
4

5 SECTION 3. Authorizes publication of the ordinance by summary and establishes the
6 effective date as five days after publication of summary.
7

8 The full text of this Ordinance will be mailed without charge to any person upon request
9 made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City
10 Council at its meeting on the 3rd day of March, 2026.
11

12 I certify that the foregoing is a summary of Ordinance O-4928 approved by the Kirkland
13 City Council for summary publication.


Anastasiya Warnol, City Clerk