

REVISION OF
ORDINANCE NO. 262

AN ORDINANCE IDENTIFYING PAID HOLIDAYS, MAKING PROVISIONS FOR PAID VACATIONS, ESTABLISHING SICK LEAVE BENEFIT, BEREAVEMENT LEAVE, AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED BY THE TOWN COUNCIL, TOWN OF GRANITE FALLS, WASHINGTON.

Section 1. Definition of Terms:

- a. "Town" means the Town of Granite Falls, Washington.
- b. "Employee" means a full time employee of the Town.
- c. "Sickleave" means time lost from work resulting from illness or injury.

Section 2. Paid Holidays:

Part 1. The following be and are hereby recognized as the sole and exclusive paid holidays for employees of the Town of Granite Falls, Washington:

- a. New Years Day.
- b. Presidents Day.
- c. Memorial Day.
- d. Independence Day.
- e. Labor Day.
- f. Veterans Day.
- g. Thanksgiving Day.
- h. The day after Thanksgiving.
- i. Christmas.
- j. Two (2) floating holidays (of employees choice) with prior approval of Mayor.

Section 3. Observance of Holidays:

Part 1. All holidays shall be observed according to calendar date.

Part 2. When a holiday falls on a normal day off, the preceding day or the following day will be observed.

Section 4. Holiday Work Authorization:

Part 1. The town shall have the authority through the Mayor to direct town employees to render services on each of the afore mentioned holidays, and employees shall be compensated at the normal rate of pay plus vacation pay.

Section 5. Provisions for Paid Vacations for Employees:

Part 1. Annual leave with pay shall be allowed all town employees upon completion of one (1) year of employment with the town and shall accrue as follows:

Upon Completion of:	Accumulation per year:
1 year	5 days
3 years	10 days
10 years	15 days
15 years or over	20 days

Part 2. For the purposes of this Section, the year shall commence on the first day of employment with the town and terminate on the anniversary date of employment with the town.

Part 3. All vacation requests shall be approved by the Mayor or his/her designate.

Part 4. Vacation time shall be accumulative with approval of Mayor.

Part 5. Seniority shall take precedence in approval of vacation requests.

Part 6. If an employee is terminated by the town, accrued vacation of a maximum five (5) days, shall be compensated at the employees regular rate of pay.

Part 7. Any employee terminating his employment with the town of his own volition shall forfeit any accrued vacation time.

Section 6. Sick Leave:

Part 1. Each employee shall accumulate one day of sick leave for each calendar month worked.

Part 2. Each employee shall accumulate unused sick leave from one year to the next up to and not exceeding ninety (90) working days.

Part 3. An employee absent from work for more than three (3) consecutive days due to illness or injury is required to provide confirmation of treatment from a doctor and written permission from said doctor to return to work.

Part 4. An employee must be in the towns employ for a minimum of six (6) months before said employee is eligible to receive benefits of this section of this ordinance.

Part 5. Employees on sick leave who are eligible for state disability insurance are required to apply for said disability insurance benefits.

Part 6. Employees on sick leave who are eligible for state disability benefits will receive their regular pay less the amount of disability payments received from the state.

Part 7. Unused sick leave shall be forfeited at the time of termination by either the employee or the town.

Part 8. Unused sick leave up to thirty (30) working days shall be paid at the employees current wage at the time of retirement.

Section 7. Bereavement:

Part 1. Each employee shall be entitled to a maximum of five (5) days leave with pay for absence caused by the death of said employee's spouse or child.

Part 2. Each employee shall be entitled to a maximum of five (5) days leave with pay for absence caused by the death of parent, step-parent, grandparent, sibling, or parent-in-law.

Part 3. The aforementioned bereavement leave shall not be deducted from sick leave or vacation time.

Part 4. Exigent circumstances shall declare Part one (1) and Part two (2) of this Section 7 null and void, and excesses in the maximum therein described shall be approved by the Mayor or his/her designate.

Part 5. Bereavement leave is noncumulative.

Section 8. This Ordinance shall be in full force and effect on 10 day of November, 1982.

PASSED BY THE TOWN COUNCIL OF THE TOWN OF GRANITE FALLS, AT A REGULAR MEETING THEREOF HELD ON THE 10 DAY OF November, 1982.

Gerry James

Gerry James, Town Clerk

Doris Sawyer

Doris Sawyer, Mayor