Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.1.01

2. SUBJECT: ***Vacation, Leaves and Time Off***

3. POLICY: The Board of Commissioners recognizes the need for employees to be away from the fire district from time-to-time. Listed below are the recognized types of leave.

4. SCOPE: This Policy and Procedure is applicable to all career personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for enforcing this Policy and Procedure.

6. PROCEDURE:

   The District has Seven (7) different types of leave:

   A. Vacation Leave
   B. Leave Without Pay
   C. Jury and Witness Leave
   D. Administrative Leave
   E. Military Leave
   F. Family Medical Leave
   G. Bereavement Leave

   A. Vacation Leave:

      1. Vacation Accrual

   Full-time employees shall accrue vacation time in accordance with the following schedule:

Consecutive Completed Service	2080 Hr. Employee Annual	2920 Hr. Employee Annual
0 – 1 year	96	120
> 1 – 5 years	120	144
>5 – 10 years	144	192
>10 years	192	240

   Vacation accrual will be calculated twice a month, aligning with the pay periods. In months with three pay periods, vacation will be accrued during the first and second pay periods, while no accrual will occur during the third pay period.

2. Vacation Accrual Limit
   Full-time employees may accrue 300 hours maximum vacation time as of June 30 or December 31 of a calendar year. Any vacation hours accrued in excess of 300 hours on either of these dates shall be forfeited without compensation.
3. Vacation Buyout at Termination
   At termination of employment, the District shall pay for accrued vacation hours up to a maximum of 300 hours at the then-current hourly rate of the terminating employee. Any accrual of vacation hours in excess of 300 hours shall be forfeited without compensation.
4. Vacation Increments
   a. *Minimum increments of vacation* shall be two (2) hours.
   b. All vacation time is both accrued and taken in hours. If an employee is scheduled to work a 10-hour day and takes the day as vacation, it is 10 hours of vacation time.
5. Notice for Vacation Request
   A minimum of ten (10) days advanced notice is required for vacation requests, provided: The Fire Chief, at his discretion, may waive the ten-day advance notice requirement if prescribed approval criteria are met and there is justifiable reason for the short notice.
6. Vacation Selection
   Scheduled vacation, defined as vacation picks made prior to December 31 of each year for the following year, shall be selected in order of descending seniority.
   a. *Scheduled vacation* may:
      Not be traded with another employee. Be rescheduled by agreement between the affected employee and the District Fire Chief.
   b. *Unscheduled vacation***:**
      Defined as vacation picks made on or after January 1 of any year for vacation during that year, may be picked at any time but shall not result in overtime. Unscheduled vacation shall be granted on the basis of first come - first served, without regard to seniority.
7. Only 10 days of vacation leave may be used at one time by uniformed employees, regardless of the amount of leave the employee has accrued, unless special arrangements have been made with the Board of Commissioners.
8. The District Fire Chief is responsible for scheduling employee's vacations without disruption of department operations. All requests for vacation leave must be submitted to the District Fire Chief for approval.
9. When requests for vacation leave from two or more employees' conflict, the District Fire Chief shall make the determination as to which request shall be granted.
10. During the first six (6) months of employment, no employee shall be

allowed vacation leave, nor shall leave be accrued. However, upon satisfactory completion of the first six (6) months, they shall be credited with their accrued vacation leave.

11. Vacation leave shall be taken at times when it will least interfere with the operations of the District in the opinion of the District Fire Chief, or the Board of Commissioners. Seniority shall be considered in establishing dates of vacation.
12. Upon termination or death, all unused accrued vacation leave shall be paid to the employee or his/her estate.

B. Leave Without Pay:

1. Leaves without pay shall be handled on a case by case basis after review of the request by the Board of Commissioners and the District Fire Chief.
2. The District Fire Chief may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year (for full time employees only).
3. Only regular full-time employees are eligible for leave without pay. The following requirements apply:
    a. Leave may be granted to an employee for a period of up to ten (10) days upon the approval of the District Fire Chief. Further extensions are at the discretion of the Board of Commissioners.
    b. Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
    c. An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
4. In certain circumstances, self-payment of benefits may apply. See Insurance Benefits.
5. Employee must notify the Fire District at least fifteen (15) days prior to employees expected return date from a leave of absence. When employee returns, employee will be placed in employee’s last regular position, if such position remains and is available. If the Fire District has had to eliminate or fill the employees last regular position while employee was on leave, employee will be assigned to an open position for which the employee is properly qualified. If no such position exists, employee will be placed on layoff status.
6. If employee does not return from leave of absence on the day indicated in employee’s original application, or in any approved extension, or within

three (3) days of release by employees doctor, or if employee has been on a disability leave of absence, employee will be considered to have voluntarily resigned from employment with the Fire District as of the day on which employee began the leave of absence.

7. If the leave without pay is due to an illness, the District may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.
8. The Fire District will continue to pay the District's share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while employee is on a disability leave of absence. While employee is on any other type of unpaid leave of absence from the Fire District, employee will be responsible for paying the total premiums for employee's coverage and that of employee dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow employee coverage to be reinstated.
9. Part-time employees are not eligible for leave without pay.

C. Jury and Witness Leave:

1. Full time employees may be granted time off with pay to serve on a jury or as a court witness. If the employee also receives pay from the courts for serving as a juror or witness, he/she shall reimburse the District from that pay.
2. If an employee is summoned during a critical work period, the District may ask the employee to request a waiver from duty.

D. Administrative Leave: On a case-by-case basis, the District may place an employee on administrative leave with pay for an indefinite period of time.

E. Military Leave:

1. Full-time employees who are members of the National Guard or Federal Reserve military units may be absent from their duties, without pay, for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty.
2. Part-time employees are NOT eligible for military leave.

F. Family Medical Leave:

1. Washington Paid Family Medical Leave: The District and the employee will adhere to the rules and regulations of the Washington Paid Family Medical Leave Act of 2018, or any revisions made to this act.

2. Leave Accrual During Washington Paid Family Medical Leave: An employee on Washington Paid Family Medical Leave shall not accrue vacation time or annual sick leave.
3. Coordination with use of Extended Sick Leave Benefits: Unpaid Family Medical Leave may be used in lieu of Extended Sick Leave at the discretion of the employee but in no event shall Extended Sick Leave and Family Medical Leave be combined to allow an employee to remain off duty for a period in excess of six continuous months except as provided under *Policy and Procedure 5.1.03- Sick Leave, Long Term Sick Leave Limits*.

G. Bereavement Leave:

1. In the event of a death occurring in the immediate family of any employee, the employee shall be granted forty (40) hours of leave for 40-hour week (2080 hours) employees and forty-eight (48) hours of leave for 56.154-hour week (2920 hours) employees which shall be deducted from the employees Extended Sick Leave.
2. The employee will not be required to use 30 hours annual basic sick leave for 40-hour week (2080 hours) employees and forty-eight (48) consecutive hours for 56.154-hour week (2920 hours) employees before accessing Extended Sick Leave.

H. The immediate family is defined as:

1. Spouse and children of an employee.
2. Stepchildren and children under legal guardianship.
3. Mother, father, brother, and sister of employee.
4. Mother, father, brother, and sister of employee’s spouse.
5. Grandmother or grandfather of employee.
6. Grandmother or grandfather of employee’s spouse.
7. Grandchild and step-grandchild.

Parents and siblings shall be construed to include stepparents and half-siblings.