

Subject:  
**Benefits**

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**Policy:**

The following is a summary of benefits. VPD may change, modify, revoke or otherwise alter the terms of any benefit plan at any time at the discretion of the Board of Commissioners.

**Holidays:**

VPD recognizes ten holidays for which eligible employees receive pay or time off from work with pay. The holidays are: New Year's Day, Martin Luther King JR's Birthday (observed the third Monday in January), Presidents Day (observed the third Monday in February), Memorial Day (observed the last Monday in May), Fourth of July, Labor Day (observed the first Monday in September), Thanksgiving Day, Christmas Day, Two floating holidays.

**Vacation Use and Accrual:**

The District encourages employees to use Vacation to assure a healthy and well rounded life and expects employees to consider how their discretionary absences could affect their work and co-workers as they schedule their days of leave.

Vacation leave for regular employees shall accrue as follows:

1 – 3 years of service	=	12 days per year
4 – 7 years of service	=	15 days per year
8 – 10 years of service	=	18 days per year
11 – 13 years of service	=	19 days per year
14 – 16 years of service	=	20 days per year
17 years of service	=	21 days per year
18 years of service	=	22 days per year
19 years of service	=	23 days per year
20 years of service	=	24 days per year
21 years of service	=	25 days per year
22 years of service	=	26 days per year
23 years of service	=	27 days per year
24 years of service	=	28 days per year
25 years of service	=	29 days per year
26 or more years	=	30 days per year

Maximum accrual of vacation leave shall be equal to the amount of vacation leave that an employee may accrue based on their accrual rate for a two (2) year period. Following the completion of the fiscal year, all vacation leave in excess of the two (2) year maximum accrual limit shall be forfeited.

Vacation accrual rate for each employee shall be credited to an employees' vacation accrual bank following completion of the pay period. The yearly accrual rate will be divided into pro-rated accrual rates.

Vacation leave may not be advanced to an employee.

Vacation leave may not be utilized until approved by the employee's supervisor. Requests for vacation shall be submitted using the approved District request form at least thirty (30) calendar days prior to the time requested. The supervisor shall respond in writing within seven (7) calendar days of each request noting its approval or denial. At the supervisor's discretion, the thirty (30) day notification period may be reduced.

Once an employee's vacation has been granted, Vashon Park District may not rescind its approval unless a compelling situation would arise requiring the services of the employee.

At separation from employment with the District, all vacation leave shall be compensated as follows:

In the event of death of an employee, vacation leave shall be paid at his/her regular hourly rate of pay, in effect at the time of death, to their designated beneficiary as listed for their retirement account.

Upon retirement or other separation, the employee's vacation accrual balance shall be paid at his/her regular hourly rate of pay in effect at time of retirement or separation.

#### Sick Leave Use and Accrual:

Sick leave is defined as paid time off for the following:

- A. Bona fide personal injury or illness.
- B. Forced quarantine of the employee
- C. Inpatient or outpatient medical care
- D. Dental care
- E. Medical or dental appointments
- F. To care for the employee's spouse or a family member in the employee's immediate household with a health condition that requires treatment or supervision
- G. Leave during the period of disability associated with the birth of a child.
- H. If the employee's work or child's school has been closed for health-related reasons.
- I. Absences under the state's Domestic Violence Leave Act.

Vacation, holiday or personal paid time off may not be utilized in lieu of sick leave unless that employee has exhausted all of his/her sick leave accrual. Sick leave may not be advanced to the employee.

To claim sick leave for any absence, employees shall:

- A. Promptly report their absence to their supervisor at the start of the workday but no later than thirty (30) minutes from the start of their assigned work shift.
- B. Submit a sick leave request form to allow for accurate completion of the employee's time card. Once submitted and approved by the employee's supervisor, this will be considered the official record of sick leave use.
- C. Sick leave is charged in quarter hour increments.

A doctor's certificate may be required by the employee's supervisor for any absence charged to sick leave by the employee if the absence is for more than three days. The verification cannot result in "an unreasonable burden or expense of the employee." If the employee believes that the verification will cause an unreasonable burden or expense, he or she must be allowed to submit a written justification explaining why compliance is not possible. If after review, the supervisor agrees that the verification will create an unreasonable burden or expense, the supervisor must make a reasonable effort to identify alternatives, and those might include a personal written statement explaining the need for the use.

An employee found to have abused sick leave privileges by falsification or misrepresentation will be subject to disciplinary action, including but not limited to, termination of employment.

At separation from employment with the District for any purpose other than death or retirement all sick leave shall be forfeited.

- A. In the event of death of the employee, accrued sick leave shall be paid at the following rates:
  1. If death is the result of a non-work-related accident or illness, the lump-sum payment will be fifty (50%) percent of the employee's current sick leave accrual paid at the regular hourly rate of pay in effect at the time of death.
  2. If death is the result of a work-related accident or illness, the lump-sum payment will be one hundred (100%) percent of the sick leave accrual paid at the regular hourly rate of pay in effect at the time of death.
  3. The designated beneficiary shall be as listed for their retirement account.
- B. Upon retirement - at age 62 or after 25 years of service with the District - twenty-five (25%) percent of the employee's sick leave balance shall be paid at their regular hourly rate of pay.

If an employee quits employment and is later rehired, the employee's balance of accumulated sick leave will be restored, provided the employee is rehired within 12 months of his or her separation, If the date of rehire is after one year, the District will not reinstate any previously accrued and unused paid sick leave.

Sick leave shall accrue at a rate of eight (8) hours per month for a full-time employee and at a pro-rated basis for part-time regular employees with regularly scheduled work hours based on their percentage of full-time employment. Seasonal, temporary, or part-time employees with non-regularly scheduled work hours, shall accrue one (1) hour of sick leave for every 40 hours worked. The time an employee is on vacation or on sick leave is not counted for accrual purposes. An employee may take sick leave after the 90<sup>th</sup> calendar day following the date of employment. If an employee separates from service prior to the 90<sup>th</sup> day and is rehired within a year, the previous days of employment are considered when determining eligibility to take sick leave.

Sick leave may be accumulated without a maximum limit.

#### Personal Days:

All eligible employees shall receive 2 personal days per year. These days will be available on January 1 of each year or at the end of the 90 day benefit probationary period for new hires. Personal days are provided to meet personal and individual needs. Personal days must be approved in advance by the employee's supervisor using the approved District request form except in cases of emergency. Unused personal days will not be carried over into the next calendar year. Employees are not paid for unused personal days. Personal days may not be taken in units of less than one-half of a day.

#### Retirement Plan:

All regular employees who work a minimum of 20 hours per week are eligible for the retirement benefits. VPD will match employee contributions to the VPD retirement plan dollar-for-dollar to a maximum of 3% of the employee's salary each year.

#### Medical Benefits:

Regular employees working at least 20 hours per week are eligible to participate in the District's medical benefit plan.

**Applicability:** This policy applies to all Vashon Park District employees who are designated as "regular" in their job descriptions