

We propose to delete this entire section and cover it in the bargaining contracts and employee handbook. We intend to eliminate section 2.68.030 C and D, as this does not provide any incentive to come back from and L&I injury.

Chapter 2.68 - PERSONNEL VACATIONS AND LEAVES OF ABSENCE

Sections:

2.68.010 - Employee defined.

"Employee" as used in this chapter means and includes all persons, other than elected officials, employed annually and who devote full-time during working hours for the city of Camas, whether designated as an officer or employee.

(Prior code § 1.44.010)

2.68.020 - Vacations.

- A. The rate of accrual for vacation days, the maximum days of vacation that may be accrued, the disposition of accrued vacation benefits upon termination of employment, and all other matters relating to vacation benefits for employees who are members of bargaining units shall be as provided in the collective bargaining agreement between the employee's union and the city.
- B. The rate of accrual for vacation days, the maximum days of vacation that may be accrued, the disposition of accrued vacation benefits upon termination of employment, and all other matters relating to vacation benefits for employees who are not members of bargaining units shall be as provided for in the Non-represented Employees Handbook and as adopted by resolution of the city council.

(Ord. 2505 § 1, 2008: prior code § 1.44.020)

2.68.030 - Sick leave.

- A. The rate of accrual for sick leave days, the maximum days of sick leave days that may be accrued, the disposition of sick leave benefits upon termination of employment, and the conversion of sick leave to vacation benefits for employees who are members of bargaining units shall be as provided in the collective bargaining agreement between the employee's union and the city.
- B. The rate of accrual for sick leave days, the maximum days of sick leave days that may be accrued, the disposition of sick leave benefits upon termination of employment, and the conversion of sick leave to vacation benefits for employees who are not members of bargaining units shall as provided for in the Non-represented Employees Handbook and as adopted by resolution of the city council.
- C. When any employee is receiving state industrial insurance due to injury while in the employment of the city, the employees shall receive for a period of ninety days such portion of his salary or wages which, when added to the industrial insurance payment, shall equal an aggregate of one hundred percent of the employees monthly salary or wage computed at an eight-hour day and forty-hour week. Such payment may be extended for an additional ninety days subject to approval of the city council. An employee receiving pay and subject to leave under the provisions of this subsection shall not be considered as receiving sick leave with pay.

- D. Any employee who requests sick leave with pay while receiving industrial insurance shall be entitled to take such leave for the period of time accumulated with pay, provided, there is deducted from the pay the amount received from the industrial insurance by the employee during such period.
- E. A sickness or disability shall be reported to the department head or immediate supervisor prior to the time for commencement of the employee's workday or as soon thereafter is practicable. The employee may be required to provide proof of illness. Any employee who utilizes more than three separate one-day annual sick leave periods on a workday either immediately prior to or immediately following their normal weekend or weekly days off or holidays, may be required to provide a doctor's certificate for every subsequent sick day taken during the remainder of that year.
- F. If an employee who is not a member of a bargaining unit has used less than eight hours sick leave during the previous twelve consecutive calendar months, the employee shall have the option of receiving an additional eight hours of vacation added to their accrued vacation.

(Ord. 2505 § 2, 2008; prior code § 1.44.030)

2.68.040 - Civil leave.

- A. Benefits for employees who are members of collective bargaining units who are summoned to serve on jury duty shall receive such benefits as are provided for in the collective bargaining agreement between the employee's bargaining unit and the city.
- B. Benefits for employees who are not members of collective bargaining units who are summoned to serve on jury duty shall receive such benefits as provided for in the Employee's Handbook for Non-represented Employees and as adopted by resolution of the city council.

(Ord. 2505 § 3, 2008; prior code § 1.44.040)

2.68.045 - Legal holidays.

- A. Employees who are members of collective bargaining units shall be entitled to receive holiday pay benefits as provided for in the collective bargaining agreement between the employee's bargaining unit and the city.
- B. Employees who are not members of a collective bargaining unit shall be entitled to receive holiday pay benefits as provided for in the Employee's Handbook for Non-represented Employees and as adopted by resolution of the city council.

(Ord. 2505 § 4, 2008)

2.68.050 - Military leave.

Military leave shall be granted to an employee in accordance with RCW 38.40.060.

(Prior code § 1.44.050)

2.68.055 - Bereavement leave.

- A. Bereavement leave for employees who are members of a collective bargaining unit shall be as provided in the collective bargaining agreement between the employee's union and the city.

- B. Bereavement leave for employees who are not members of collective bargaining units shall be as provided in the Employee Handbook for Non-represented Employees and as adopted by resolution of the city council.

(Ord. 2505 § 5, 2008)

2.68.060 - Leave of absence without pay.

- A. Any regular employee may apply for a leave of absence without pay. Any employee desiring a leave of absence without pay shall submit a written application at least thirty days in advance of the commencement date of such leave. The thirty day advance application period may be shortened at the discretion of the city administrator for emergency leaves.
- B. Applications for leaves of absence without pay of thirty days or less shall be submitted to the city administrator who shall have the discretion to approve or disapprove such applications. Applications for leaves of absence in excess of thirty days shall be submitted to the city council, which shall have the discretion to approve or disapprove such leave. No leave of absence shall exceed ninety days unless the city council adopts a resolution in which it finds that the best interests of the city will be served by granting a leave of absence in excess of ninety days. Whenever granted, the leave of absence shall be in writing and signed by the city administrator with a copy to the employee's department head.
- C. Upon expiration of an approved leave without pay, the employee shall be reinstated to the position held at the time leave was granted. Failure of the employee on leave without pay to report promptly at the expiration of such leave shall constitute cause for forfeiture of the right to reinstatement.

(Ord. 2344 § 1, 2003; Ord. 2157 § 1, 1998; Ord. 2026 § 1, 1995; prior code § 1.44.060)

2.68.070 - Maternity leave.

Maternity leave shall be in accordance with applicable federal and state laws.

(Prior code § 1.44.070)

2.68.080 - Attendance—Recordkeeping.

All employees shall be in attendance at their work in accordance with rules regarding hours of work, holidays and leaves. All departments shall keep daily attendance records of all employees which shall be reported to the finance director in the form and on the date he shall specify.

(Prior code § 1.44.080)