

SPOKANE MANAGERIAL & PROFESSIONAL ASSOCIATION

EXEMPT – A/MANAGERIAL – B 2022 CONTRACT NEGOTIATIONS

MARCH 31, 2022

City Proposal #8

Subject of Proposal:

Illness Leave

Contract Section Affected:

Article IX, Section G; Article VIII, Section G

Section G – Illness Leave

1. An employee may use illness leave whenever he/she:
 - Cannot report to work due to personal illness or injury;
 - Has a personal or immediate family member's doctor or dentist appointment, if the family member is incapable of transporting self.
 - Has an emergency or illness involving a member of the employee's immediate family, if the family member is incapable of caring for self.

"Immediate family" for purposes of this section means spouse, domestic partner, parent, stepparent, son or daughter, stepchild, sibling or step-sibling, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, or more distant relatives if living as a member of the employee's immediate household.

Requests to use leave for other relatives shall be submitted to a committee composed of one (1) person from Human Resources, one (1) person from the department from which the request originated, and one Association representative. The decision of the committee shall be final; however, if the decision of the committee is to deny the request, the requester has the right to petition the committee for reconsideration. The decision of the committee shall not be subject to the grievance procedure.

2. Under RCW 49.12, employees shall be allowed to choose the type of paid leave they wish to use to care for a parent, child, spouse, parent-in-law or grandparent with a serious health condition. Employees may not take advance leave until it has been earned and must abide by the required processes for all leaves. The use of Leave-Sharing benefits is subject to the existing requirements and approval process as stated in Article IX, Section F. Leave covered by the Family Medical Leave Act (FMLA) will continue to be governed by City policy.

- ~~3.~~ As of January 1, 2018, the bi-weekly accrual will be increased to six (6) hours and split in half, with three (3) hours going into the regular accrual account and the other three (3) hours going into a reserve account. Access to the regular account will continue as is, but the reserve account may only be accessed for absences protected under the FMLA or absences resulting from on-the-job (OJI) injuries. For employees new to the City, during the first three (3) full years of their employment, no paperwork will be required to access the reserve FMLA/OJI account, only the exhaustion of their regular account. For purposes of payouts at separation, the two accounts will be merged and considered as one account.

- ~~3.4.~~ As of January 1, 2023, the bi-weekly accrual will be reduced to four (4) hours and the split leave banks would be merged into a new, single account. Access to the single account will continue as is, including for absences protected under the FMLA or absences resulting

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| from OJI.

- 4.5. Forty percent (40%) of an employee's accrued illness leave to a maximum of nine hundred sixty (960) hours shall be paid to the City employee upon retirement or to the employee's estate in the event of death. The amount of the accrued illness leave shall be calculated at the employee's rate of pay at the time of retirement or death. The maximum illness leave payment shall be $960 \text{ hrs.} \times 40\% = 384 \text{ hrs.}$
- 5.6. Effective January 1, 2019, if an employee at the time of retirement or death has total illness leave accruals equal to or greater than fifteen hundred (1500) hours, then the payout in subsection 4 will be increased to sixty percent (60%). The maximum leave payment would then become $960 \text{ hrs.} \times 60\% = 576 \text{ hrs.}$
- 6.7. An employee with a minimum of five (5) years of service with the City who terminates service in good standing (i.e. layoff, two (2) weeks' notice from employee) will receive a twenty-five percent (25%) payout of sick leave balance up to a maximum accrual of nine hundred sixty (960) hours.
- 7.8. Employees who suffer from severe or extraordinary non-job-related illnesses, injuries, or impairments will be eligible for an additional 960 hours (120 days) of paid leave every ten (10) years in accordance with the City's leave-share program, as described in the City's Administrative Policy and Procedure 0620-09-28.