

Ordinance No. 118958

Council Bill No. 112113

AN ORDINANCE creating a new Seattle Municipal Code Chapter 4.33, Sabbatical Leave, and providing rule-making authority for its administration.

OK

The City of Seattle
Council Bill/Ordinance

[Handwritten signature]
passed 4-6
4-6-98 Full Council

CF No. _____

Date Introduced:	MAR 30 1998	
Date 1st Referred:	To: (committee)	Finance & Budget Committee
	MAR 30 1998	
Date Re - Referred:	To: (committee)	
Date Re - Referred:	To: (committee)	
Date of Final Passage:	Full Council Vote:	
4-6-98	9-0	
Date Presented to Mayor:	Date Approved:	
4-6-98	4-6-98	
Date Returned to City Clerk:	Date Published:	T.O. <input checked="" type="checkbox"/> P.T. <input type="checkbox"/>
4-15-98		3
Date Vetted by Mayor:	Date Veto Published:	
Date Passed Over Veto:	Veto Sustained:	

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

CHOE

Councilmember

Committee Action:

Passed 4-0

Matthew Chase

4-6-98 Full Council Action: Passed 9-0

This file is complete and ready for presentation to Full Council.

Committee: _____

(initial/Date)

Law Department

Law Dept. Review

OMP
Review

City Clerk
Review

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Copy Loaded

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ORDINANCE 118958

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2
3
4 AN ORDINANCE creating a new Seattle Municipal Code Chapter 4.33, **Sabbatical**
5 **Leave**, and providing rule-making authority for its administration.

6
7 **WHEREAS** the Sabbatical Leave Pilot Project created by Ordinance 117531
8 terminated effective April 8, 1997; and

9
10 **WHEREAS** sabbatical leave is perceived by both the City's managers and its
11 employees as a valuable way to reward the commitment and efforts of its
12 long-term employees, as well as to provide those employees with an
13 opportunity to enjoy a period of rest and rejuvenation without foregoing all
14 City-paid benefits; Now therefore

15
16 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

17
18 **Section 1.** There is added to the Seattle Municipal Code, Title 4, a new **Chapter**

19 **4.33, Sabbatical Leave Program**, as follows:

20 **4.33.010 Sabbatical Leave Program Established**

21 The Personnel Director is authorized to modify or promulgate personnel
22 rules to establish and administer a Citywide Sabbatical Leave Program consistent
23 with the following provisions:

24 A. Any employee who has been regularly appointed, either to a position
25 in the classified service or to an exempt position, and who has completed the
26 equivalent of seven (7) continuous years of full-time City service is eligible to apply
27 for a sabbatical leave (as defined in Seattle Municipal Code Section 4.04.030), not
28 to exceed twelve (12) months duration; provided, that the provisions of this section
29 shall not apply to any employee whose compensation is set by a collective
30 bargaining agreement unless the labor organization representing such employee

1 has agreed to be bound by provisions of this section with respect to the subject
2 matter thereof.

3 B. Eligibility for application for each successive sabbatical leave shall be
4 based upon completion of an additional seven (7) years of continuous service from
5 the date of return from the last such leave granted.

6 C. Nothing in this chapter nor any rule promulgated pursuant to it shall
7 create any right to a sabbatical leave. The requesting employee's employing unit
8 shall have sole discretion to grant or deny his or her request for a sabbatical leave.

9 **4.33.020 Sabbatical Leave--Conditions and Benefits**

10 A. The City may, where consistent with applicable law and agreements
11 between the City and its health care providers or insurers, continue to pay the
12 employer's portion of an employee's medical and dental benefits while such
13 employee is on an approved sabbatical leave, not to exceed one (1) month of
14 covered benefits for each completed year of service. For purposes of calculating
15 eligibility for covered benefits, each year of completed service will be counted only
16 once.

17 B. An employee who is on an approved sabbatical leave may elect to
18 take as a lump sum cash out any or all of his or her accumulated and unused sick
19 leave balance above two hundred and forty (240) hours at the rate of one (1) hour
20 of regular hourly pay for each four (4) hours of sick leave balance cashed.

21 C. An employee who has been granted a sabbatical leave shall be
22 returned, at the end of the sabbatical leave period, to the position from which the

1 leave was granted, if vacant, or to a position in the same employing unit that is
2 substantially similar in level of duties, responsibilities, and compensation; provided,
3 that the employee shall be subject to any changes in status or standing resulting
4 from changes to his or her prior position as a result of budget action or
5 reorganization.

6 **Section 2.** This ordinance shall take effect and be in force thirty (30) days from
7 and after its approval by the Mayor, but if not approved and returned by the Mayor
8 within ten (10) days after presentation, it shall take effect as provided by Municipal
9 Code Section 1.04.020.
10

11 PASSED by the City Council of the City of Seattle this 6th day of
12 April, 1998, and signed by me in open session in authentication of
13 its passage this 6th day of April, 1998.

14
15 [Signature]
16 President _____ of the City Council

17 Approved by me this 6th day of April, 1998.

18 [Signature] Mayor
19

20 Filed by me this 18 day of April, 1998.

21 [Signature]
22 City Clerk

23 (Seal)



City of Seattle

Paul Scheil, Mayor

Executive Services Department

Dwight D. Dively, Director

April 1, 1998

MEMORANDUM

TO: The Honorable Martha Choe, Chair
Finance and Budget Committee

FROM: Norma McKinney, Acting Personnel Director

SUBJECT: Amended Council Bill To Establish a Sabbatical Leave Program

Thank you for the opportunity to submit amended legislation referencing a definition of sabbatical leave. The requested reference is at line 27 on page one. Also enclosed is a draft copy of a council bill we have prepared amending Seattle Municipal Code 4.04.030 to add a definition of sabbatical leave. We will submit this council bill to the City Budget Office and the Law Department immediately for their approval, and hope to bring it to your committee in the near future.

I am also enclosing, for your information, a copy of a packet of information on unpaid leave programs that we put together for employees in 1996. The entire package included directions to human resources and payroll representatives on the administration of these programs, but your Committee seemed particularly interested in communications directed to employees. We will update and redistribute this information following passage of the subject council bill.

Please direct any questions to Kathy Steinmeyer, Policy Development Unit, 684-7921.

NM/ks
Enclosures

EMPLOYEE BULLETINS



SHARED WORK PROGRAM

WHAT IS IT?

Shared Work is a program sponsored by the Washington State Employment Security Department for the purpose of helping employers eliminate, reduce, or delay layoffs. Although it is primarily useful in situations where an employer's "down time" is temporary, and the employer expects to be able to call laid off employees back to work within a relatively short period of time, it may also be useful in postponing layoffs until employees are able to find other work, or critical projects are completed.

WHAT IS THE ADVANTAGE?

Shared Work benefits are available on a temporary basis to employees in a work unit that is facing layoffs, when those employees reduce their work hours by an amount equivalent to the amount the employer would have saved with layoffs. For example, if a work unit expects to have 20% of its workforce laid off, and all of the employees in the work unit reduce their work hours by 20% instead, the employees are eligible for 20% of the unemployment benefits that they would have received had they been laid off.

WHAT HAPPENS TO MY BENEFITS WHEN I'M OFF?

The State does not allow the reduction of health care benefits for participants in the Shared Work Program. Since it is unlikely that any work unit would reduce hours by more than 50%, you will continue to receive your full City-paid health care benefits anyway. Your vacation and sick leave accrual will be pro-rated depending upon the number of unpaid hours you have per week.

WHAT ABOUT MY SERVICE CREDIT?

Your service credit for layoff, salary step placement, and retirement purposes will be reduced by the number of hours you reduce each week while participating in the Shared Work Program.

WHERE DO I SIGN UP?

Participation in the Shared Work Program must be a work unit effort, approved by departmental management. In order to qualify, your work unit must be facing at least a 10% reduction in workforce, and all of the employees in the work unit must reduce their work hours by a corresponding amount. Your department head must submit an application to the Washington State Employment Security Department. In addition, if you are represented under the terms and conditions of a collective bargaining agreement, your participation in the Shared Work Program may need to be negotiated. Your supervisor should contact the Labor Relations Unit in the Personnel Department for information.

SABBATICAL LEAVE PROGRAM

WHAT IS IT?

Sabbatical leave is an unpaid leave of absence of up to one year which may be granted to eligible employees upon request, generally for, but not limited to, the purpose of rest, rejuvenation, and education. An employee must have completed the equivalent of 7 years of full-time City service to qualify for each sabbatical leave.

WHAT IS THE ADVANTAGE?

Sabbatical leave has several advantages over a regular unpaid personal leave of absence. The City may, in accordance with any applicable laws and agreements between the City and its health care providers, pay the employer's portion of medical and dental premiums for a period not to exceed 1 month for each full year of City service, for a maximum of 12 months. In addition, an employee may opt to cash out some or all of the portion of his or her sick leave balance which exceeds 240 hours, at the rate of 1 hour's pay for each 4 hours of sick leave.

WHAT HAPPENS TO MY BENEFITS WHEN I'M OFF?

As noted above, the City may pay the employer's portion of your health care premiums for 1 month for each full year of City service. If there is any remaining time in your sabbatical leave for which the City does not pay your health care premiums, you may pay them yourself through COBRA. Your departmental human resources representative can provide more information.

WHAT ABOUT MY SERVICE CREDIT?

The first 240 regular pay hours of unpaid leave each year do not count against your service credit for salary step advancement and layoff purposes. However, if you are taking a sabbatical leave, chances are you will plan to be gone longer than 240 regular pay hours. Any of that additional time will be deducted from your service credit. And all unpaid leave is deducted from your retirement service credit.

WHERE DO I SIGN UP?

Notify your supervisor as far in advance as possible of your desire to take sabbatical leave. Either your supervisor or your department's human resources representative will be able to tell you how to apply to your department head for a sabbatical leave. Your department head's approval of your application will be dependent both upon whether you are qualified to take a sabbatical leave and whether your department will be able to cover your workload in your absence. If you are represented under the terms and conditions of a collective bargaining agreement, you should read the agreement or talk to your shop steward or union representative to determine whether you are eligible to take sabbatical leave.

SPORADIC DAYS OFF

WHAT IS IT?

Sporadic Days Off allows all eligible (regularly appointed, non-temporary) employees to take from one to five days off at a time, to a maximum of 30 days per year (e.g., six, five-day blocks of time off), without pay. You must have your supervisor's approval for all time off from work. And, if you are represented under the terms and conditions of a collective bargaining agreement, you should read that agreement, or talk to your shop steward or union representative, to ensure that the Sporadic Days Off Leave Program as described here is applicable to you.

WHAT IS THE ADVANTAGE?

You can, with your supervisor's approval, take sporadic days off without having to use all of your personal holidays, vacation, compensatory time, executive, or merit leave first. This means that you can schedule a day (or two, or three, or four, or five) off without pay when you can afford to receive a smaller paycheck, and save your paid leave balances for those times when you want to be off but can't afford to take home less pay.

WHAT HAPPENS TO MY BENEFITS WHEN I'M OFF?

As long as you have some regular pay hours between the first of the month and the 15th of the month, you will retain your City-paid health care benefits. Since you may take a maximum of five consecutive days off for sporadic days off leave, it is unlikely that you would lose your benefits coverage (you could lose coverage, of course, if your five-day sporadic days leave were preceded or followed by other unpaid leave).

WHAT ABOUT MY SERVICE CREDIT?

You will not lose any service credit for salary step increments or layoff purposes for the first 30 days (the equivalent of 240 regular pay hours) of unpaid leave in a year. A year is measured from your anniversary date (that is, the date of your last salary step increase). As long as you only take sporadic days off leave, you can take the maximum amount—30 days—and not be penalized for service credit purposes. Keep in mind, though, that the 30-day credit is for all nondisciplinary unpaid leave; if you are unpaid for other personal or medical reasons, that time will count against the 30 days as well.

WHERE DO I SIGN UP?

You need your supervisor's approval to take sporadic days off leave. Because your supervisor may need to reallocate workload, or get clearance from his or her management, you should give him or her as much advance notice of your desire to take sporadic days off leave as possible. Your department may already have applicable requirements in place for requesting leave. Check with your departmental human resources representative for information.

UNPAID PERSONAL LEAVE OF ABSENCE

WHAT IS IT?

All eligible employees (appointed to a non-temporary position) may request and be granted up to 12 months of unpaid personal leave of absence per year. Your department's ability to cover your workload in your absence will be one of the criteria used to determine whether your leave request will be granted. Reasons for taking unpaid leave of absence vary; some employees may want the time off to travel, or to work on special personal projects, or to do nothing. The only prohibited reasons for unpaid personal leave are (1) medical (an employee may take an unpaid medical leave of absence), and (2) to accept employment elsewhere, unless such employment is determined to be in the public interest.

WHAT IS THE ADVANTAGE?

Your department head may allow you, at your request, to take an unpaid personal leave of absence without exhausting your vacation or compensatory time balances. This means you can retain paid leave on the books for use when you return from your unpaid personal leave. Return from unpaid personal leave is generally conditional upon the availability of the same position you left from, or one in the same classification.

WHAT HAPPENS TO MY BENEFITS WHEN I'M OFF?

Your City-paid benefits will only be covered through the end of the first month of your unpaid leave, assuming you have been paid for some time between the first and the 15th of the month. You may continue to pay your health care premiums through COBRA during your absence. See your department's human resources staff for information.

WHAT ABOUT MY SERVICE CREDIT?

You will not lose any service credit for salary step placement or layoff purposes for the equivalent of the first 240 regular pay hours (30 working days) of unpaid absence in a year. A year is measured from your anniversary date. All unpaid absence within a year counts toward this 30-day credit. Your retirement service credit is based only on regular hours on pay status--all unpaid time is deducted from retirement service.

WHERE DO I SIGN UP?

You need your department head's approval to take an unpaid personal leave of absence. Tell your supervisor that you want the time off as far in advance as possible. If you are represented, you should check your collective bargaining agreement or talk to your shop steward or union representative about any conditions related to unpaid leave of absence.

REDUCED WORKWEEK

WHAT IS IT?

Reduced Workweek provides an opportunity for employees to reduce the number of hours they work each week (or each pay period), on a temporary or permanent basis. An employee might decide to work 7 hours a day, thus reducing the workweek to 35 hours; or to work 4, 8-hour days, reducing the workweek to 32 hours, for example. All reduced workweek schedules must be approved by your supervisor, who has to weigh considerations like workload and staffing before granting your request.

WHAT IS THE ADVANTAGE?

Reducing your workweek by a couple of hours may be the easiest and most painless way for you to work fewer hours, and may be the easiest hours reduction plan for a supervisor to accommodate. And it's easy to reduce your workhours for the summer, for example, and restore them to full-time later in the year, if that's what you want to do.

WHAT HAPPENS TO MY BENEFITS WHEN I'M OFF?

Because you must not reduce your workhours to less than .50 FTE, your City-paid health care benefits remain intact. Your vacation and sick leave accrual will be prorated to reflect your cut in hours.

WHAT ABOUT MY SERVICE CREDIT?

Your service credit for salary step advancement, layoff purposes, and retirement will reflect your reduction in workhours.

HOW DO I APPLY?

Talk with your supervisor about your desire to reduce your workweek, and the schedule you'd like to follow. Your supervisor can submit the necessary paperwork to your departmental human resources or payroll staff to effect the reduction in hours. Of course, if you are subject to the terms and conditions of a collective bargaining agreement, it's always a good idea to read the agreement or talk with your shop steward or union representative about conditions that apply to you.

JOB-SHARING

WHAT IS IT?

Job-sharing provides the opportunity for 2 employees to reduce their hours to half-time and to share the same job. One employee may work mornings, and the other afternoons; or they may alternate weeks; or each may work full-time for 6 months of the year. The schedule depends upon their personal preferences, the nature of the work to be shared, and their supervisor's best judgment about how to allocate the workload.

WHAT IS THE ADVANTAGE?

Some employees who have tried job-sharing like it because they feel that 2 people working in the same job are twice as creative and innovative as 1. Another advantage is that it allows 2 employees to reduce to part-time even if there are no part-time positions available.

WHAT HAPPENS TO MY BENEFITS WHEN I'M OFF?

You must work a minimum of an average of 20 hours per week in order to retain your City-paid health care benefits. (As noted above, though, that average can be attained under many different schedules.) Your vacation and sick leave accrual will be pro-rated to reflect your hours reduction.

WHAT ABOUT MY SERVICE CREDIT?

Your service credit for salary step advancement, layoff purposes, and retirement is based on your regular pay hours. So if you reduce from full-time to half-time to job-share, you will generally earn 20 hours of service credit per week instead of 40.

HOW DO I APPLY?

If you and a qualified co-worker wish to job-share, you can arrange that with your supervisor, provided he or she is willing. Your supervisor can submit the paperwork necessary to reduce your hours. If you wish to reduce from full-time to part-time and don't have a potential job-sharing partner, your department may choose to advertise "half of your position" and hold a selection process. Either way, we highly recommend that both job-sharers and their supervisor complete a written job-sharing agreement. Your departmental human resources representative can help.



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

February 20, 1998

TO: The Honorable Sue Donaldson, President
The Seattle City Council

Via: The Honorable Paul Schell, Mayor

FROM:


Dwight Dively, Director
Executive Services Department


Sarah Welch,
Personnel Director

SUBJECT: Proposed Legislation To Establish a Sabbatical Leave Program

The attached council bill proposes to resurrect the sabbatical leave program. The pilot for the program expired in April 1997. Although we found significant support from management and employees for extending the sabbatical leave option as a permanent feature of the City's leave program, we were unable to convince former Councilmember Chong to sponsor legislation. Our customers continue to favor sabbatical leave as a valuable tool for the recognition of long-term employees.

We have notified the City's authorized labor unions of our intention to submit this council bill, and they are supportive.

We are proposing a couple of changes to the pilot program. Originally, employees needed to have completed the equivalent of seven years of full-time City service to be eligible to apply for a sabbatical leave. We propose to require seven years of continuous full-time City service because that is consistent with the way we calculate service for all other benefits except vacation accrual. In addition, we are taking this opportunity to clarify that the sick leave cash-out option is a lump sum payment. This

Sue Donaldson, President
Seattle City Council
February 20, 1998
Proposed Legislation/Sabbatical Leave
Page Two

is consistent with the way the pilot program was administered, but there was some misunderstanding on the part of some employees about the cash-out option.

Your favorable consideration of this proposed legislation will be appreciated. Please direct any questions to Kathy Steinmeyer, Policy Development Unit, 4-7921.

SW/ks
Attachment

C: The Honorable Martha Choe, Chair
Finance and Budget Committee
Personnel Division Administrators
Civil Service Commission
Korie Voorheis

11
CB 112113

ORDINANCE _____

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AN ORDINANCE creating a new Seattle Municipal Code Chapter 4.33, **Sabbatical Leave**, and providing rule-making authority for its administration.

WHEREAS the Sabbatical Leave Pilot Project created by Ordinance 117531 terminated effective April 8, 1997; and

WHEREAS sabbatical leave is perceived by both the City's managers and its employees as a valuable way to reward the commitment and efforts of its long-term employees, as well as to provide those employees with an opportunity to enjoy a period of rest and rejuvenation without foregoing all City-paid benefits; Now therefore

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. There is added to the Seattle Municipal Code, Title 4, a new **Chapter**

4.33, Sabbatical Leave Program, as follows:

4.33.010 Sabbatical Leave Program Established

The Personnel Director is authorized to modify or promulgate personnel rules to establish and administer a Citywide Sabbatical Leave Program consistent with the following provisions:

A. Any employee who has been regularly appointed, either to a position in the classified service or to an exempt position, and who has completed the equivalent of seven (7) continuous years of full-time City service is eligible to apply for a sabbatical leave, not to exceed twelve (12) months duration; provided, that the provisions of this section shall not apply to any employee whose compensation is set by a collective bargaining agreement unless the labor organization representing

1 such employee has agreed to be bound by provisions of this section with respect
2 to the subject matter thereof.

3 B. Eligibility for application for each successive sabbatical leave shall be
4 based upon completion of an additional seven (7) years of continuous service from
5 the date of return from the last such leave granted.

6 C. Nothing in this chapter nor any rule promulgated pursuant to it shall
7 create any right to a sabbatical leave. The requesting employee's employing unit
8 shall have sole discretion to grant or deny his or her request for a sabbatical leave.

9 **4.33.020 Sabbatical Leave--Conditions and Benefits**

10 A. The City may, where consistent with applicable law and agreements
11 between the City and its health care providers or insurers, continue to pay the
12 employer's portion of an employee's medical and dental benefits while such
13 employee is on an approved sabbatical leave, not to exceed one (1) month of
14 covered benefits for each completed year of service. For purposes of calculating
15 eligibility for covered benefits, each year of completed service will be counted only
16 once.

17 B. An employee who is on an approved sabbatical leave may elect to
18 take as a lump sum cash out any or all of his or her accumulated and unused sick
19 leave balance above two hundred and forty (240) hours at the rate of one (1) hour
20 of regular hourly pay for each four (4) hours of sick leave balance cashed.

1 C. An employee who has been granted a sabbatical leave shall be
2 returned, at the end of the sabbatical leave period, to the position from which the
3 leave was granted, if vacant, or to a position in the same employing unit that is
4 substantially similar in level of duties, responsibilities, and compensation; provided,
5 that the employee shall be subject to any changes in status or standing resulting
6 from changes to his or her prior position as a result of budget action or
7 reorganization.

8 **Section 2.** This ordinance shall take effect and be in force thirty (30) days from
9 and after its approval by the Mayor, but if not approved and returned by the Mayor
10 within ten (10) days after presentation, it shall take effect as provided by Municipal
11 Code Section 1.04.020.
12

13 PASSED by the City Council of the City of Seattle this _____ day of
14 _____, 1998, and signed by me in open session in authentication of
15 its passage this _____ day of _____, 1998.

16 _____
17
18 President _____ of the City Council

19 Approved by me this _____ day of _____, 1998.

20 _____
21 Mayor

22 Filed by me this _____ day of _____, 1998.

23 _____
24 City Clerk

25 (Seal)

City of Seattle
Executive Services Department
City Budget Office

Anne Fiske Zuniga, Budget Director
Dwight Dively, Director, Executive Services
Paul Schell, Mayor



Approved
Marklund for
3/17/98

98-046

February 25, 1998

The Honorable Mark Sidran
City Attorney
City of Seattle

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING
DEPARTMENT: Executive Services Department

SUBJECT: AN ORDINANCE creating a new Seattle Municipal Code Chapter 4.33,
Sabbatical Leave, and providing rule-making authority for its administration.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMP. Any specific questions regarding the legislation can be directed to Elaine Marklund at 684-8053.

Sincerely,

Paul Schell
Mayor

by

Elaine Marklund for

ANNE FISKE-ZUNIGA
Budget Director

h:\admin\legis\law\wtrs\mark32

Enclosure

TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY
THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Martha Chase

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

City of Seattle

ORDINANCE 118958

AN ORDINANCE creating a new Seattle Municipal Code Chapter 4.33, SABBATICAL LEAVE, and providing rule-making authority for its administration.

WHEREAS the Sabbatical Leave Pilot Project created by Ordinance 117531 terminated effective April 8, 1997; and

WHEREAS sabbatical leave is perceived by both the City's managers and its employees as a valuable way to reward the commitment and efforts of its long-term employees, as well as to provide those employees with an opportunity to enjoy a period of rest and rejuvenation without foregoing all City-paid benefits; Now therefore

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

SECTION 1. There is added to the Seattle Municipal Code, Title 4, a new CHAPTER 4.33, SABBATICAL LEAVE PROGRAM, as follows:

4.33.010 SABBATICAL LEAVE PROGRAM ESTABLISHED

C1 The Personnel Director is authorized to modify or promulgate personnel rules to establish and administer a Citywide Sabbatical Leave Program consistent with the following provisions:

A. Any employee who has been regularly appointed, either to a position in the classified service or to an exempt position, and who has completed the equivalent of seven (7) continuous years of full-time City service is eligible to apply for a sabbatical leave (as defined in Seattle Municipal Code Section 4.04.020), not to exceed twelve (12) months duration; provided, that the provisions of this section shall not apply to any employee whose compensation is set by a collective bargaining agreement unless the labor organization representing such employee has agreed to be bound by provisions of this section with respect to the subject matter thereof.

B. Eligibility for application for each successive sabbatical leave shall be based upon completion of an additional seven (7) years of continuous service from the date of return from the last such leave granted.

C. Nothing in this chapter nor any rule promulgated pursuant to it shall create any right to a sabbatical leave. The requesting employee's employing unit shall have sole discretion to grant or deny his or her request for a sabbatical leave.

4.33.020 SABBATICAL LEAVE -- CONDITIONS AND BENEFITS

A. The City may, where consistent with applicable law and agreements between the City and its health care providers or insurers, continue to pay the employer's portion of an employee's medical and dental benefits while such employee is on an approved sabbatical leave, not to exceed one (1) month of covered benefits for each completed year of service. For purposes of calculating eligibility for covered benefits, each year of completed service will be counted only once.

B. An employee who is on an approved sabbatical leave may elect to take as a lump sum cash out any or all of his or her accumulated and unused sick leave balance above two hundred and forty (240) hours at the rate of one (1) hour of regular hourly pay for each four (4) hours of sick leave balance cashed.

C. An employee who has been granted a sabbatical leave shall be returned, at the end of the sabbatical leave period, to the position from which the leave was granted, if vacant, or to a position in the same employing unit that is substantially similar in level of duties, responsibilities, and compensation; provided, that the employee shall be subject to any changes in status or standing resulting from changes to his or her prior position as a result of budget action or reorganization.

SECTION 2. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by the City Council of the City of Seattle this 6th day of April, 1998, and signed by me in open session in authentication of its passage this 6th day of April, 1998.

SUE DONALDSON,
President of the City Council.
Approved by me this 6th day of April, 1998.

SUE DONALDSON,
Mayor Pro Tem.
Filed by me this 16th day of April, 1998.
(Seal) JUDITH E. PIPPIN,
City Clerk.
Publication ordered by JUDITH PIPPIN,
City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, April 30, 1998.
4/30(92468)

OF WASHINGTON - KING COUNTY

Clerk

—ss.

No. ORD IN FULL

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:ORD 118958

was published on
04/30/98

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

H. Patterson

04/30/98 Subscribed and sworn to before me on

Notary Public for the State of Washington,
residing in Seattle

McCluskey