

ORDINANCE No. 118266

*MC*

*Law Department*

COUNCIL BILL No. 111376

The City

AN ORDINANCE amending Seattle Municipal Code Section 4.20.060, to provide for an extension of the length of unpaid absence allowable before an employee loses service credit for salary purposes.

**OK**

INDEXED

Honorable President:

Your Committee on \_\_\_\_\_

to which was referred the within Council report that we have considered the same

COMPTROLLER FILE No. \_\_\_\_\_

Introduced: <u>AUG 14 1996</u>	By: <u>CHOE</u>
Referred: <u>AUG 19 1996</u>	To: <u>Finance &amp; Budget Committee</u>
Referred:	To:
Referred:	To:
Reported:	Second Reading: <u>SEP - 9 1996</u>
Third Reading: <u>SEP - 9 1996</u>	Signed: <u>SEP - 9 1996</u>
Presented to Mayor: <u>SEP 10 1996</u>	Approved: <u>SEP 10 1996</u>
Returned to City Clerk: <u>SEP 11 1996</u>	Published: <u>Full page</u>
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

*Full C*

Department

Passed, 4-0.

# The City of Seattle--Legislative Department

## REPORT OF COMMITTEE

Date Reported  
and Adopted

able President:

committee on

which was referred the within Council Bill No.

that we have considered the same and respectfully recommend that the same:

Full Council vote 8-0

Committee Chair



1 **Section 3.** Any acts consistent with the authority and prior to the effective date  
2 of this ordinance are hereby ratified and confirmed.

3  
4 **Section 4.** This ordinance shall take effect and be in force thirty (30) days  
5 from and after its passage, if approved by the Mayor; but if not approved by the  
6 Mayor within ten (10) days after presentation, it shall take effect as provided by  
7 Municipal Code Section 1.04.020.

8  
9 PASSED by the City Council of the City of Seattle this 9 day of  
September, 1996, and signed by me in open session in  
10 authentication of its passage this 9 day of September, 1996

11 Jan Dugg  
President \_\_\_\_\_ of the City Council

12 Approved by me this 16 day of September 1996.

13 Norman B. Rice  
Mayor

14 Filed by me this 16 day of September, 1996.

15 Margaret Carter  
16 ~~City~~ Clerk

17 (Seal)

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City of Seattle Personnel Department

Norman B. Rice, Mayor

Sarah Welch, Personnel Director



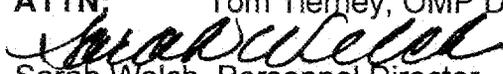
July 15, 1996

**TO:** The Seattle City Council

**ATTN:** Tom Weeks, Chair  
Personnel and Labor Policy Committee

**VIA:** Mayor Norman B. Rice

**ATTN:** Tom Tierney, OMP Director

**FROM:**   
Sarah Welch, Personnel Director

**SUBJECT:** Proposed Legislation To Amend Unpaid Leave Rules

RECEIVED OMP  
JUL 17 1996

The attached council bills propose amendments to the Seattle Municipal Code, Title 4, to (1) give managers the discretion to allow employees to go on unpaid personal leave without first exhausting their paid leave balances, and to (2) increase from 15 days to 30 days the number of unpaid days that employees can take without affecting their service credit.

The proposed amendment to SMC 4.34.055, to give managers the ability to let employees maintain some or all of their paid leave balances while on unpaid leave, is a change we have contemplated for some time. We get requests from employees for a waiver of the rule that requires them to use their paid leave before they go on unpaid leave. Most of these requests are supported by the employees' management. There are more reasons for employees to take limited unpaid time off from work. Many of them plan their leave for times when they can afford to be unpaid, and would like to retain some or all of their paid leave for times when they can't afford to be unpaid. We have caps on all paid leave accrual except sick leave (and the requirement to use sick leave before going on unpaid medical leave will not change), so the City does not run the risk of having to pay out inordinate amounts of paid leave upon separation. It makes sense to give employees and management the flexibility to take and grant leave without this constraint.

Secondly, we propose to increase the amount of time that an employee can be unpaid without affecting his or her service credit from 15 days to 30 days (or the equivalent of 240 regular pay hours). We already allow 30 days credit for unpaid medical leaves of

The Seattle City Council  
July 15, 1996  
Page two

absence. The difference implies a value judgment we don't think is appropriate. We prefer the simplicity of using the same threshold for all kinds of unpaid leave.

Although I believe both of these amendments stand on their own merit, their passage will also facilitate implementation of a voluntary unpaid leave program.

Your consideration of this proposed legislation is appreciated. Please contact Kathy Steinmeyer, Policy Development Unit, 4-7921, if you have questions.

SW/kss  
Attachments

cc: Personnel Department Administrators, for distribution  
Policy Development Unit

*Approved by*  
*Norman B. Rice* 7104196

96-219

# City of Seattle

Executive Department—Office of Management and Planning

Thomas M. Tierney, Director  
Norman B. Rice, Mayor

July 17, 1996

COPY RECEIVED  
25 JUL 18 PM 1:58  
SEATTLE CITY ATTORNEY



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: Personnel Department

SUBJECT: AN ORDINANCE amending Seattle Municipal Code Section 4.20.060, to provide for an extension of the length of unpaid absence allowable before an employee loses service credit for salary purposes.

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 Sherry Johnson at 684-8084.

Sincerely,

Norman B. Rice  
Mayor

by

*Tom Tierney*  
TOM TIERNEY  
Director

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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:

*Chase*  
*Martha Chase*

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**FOR CITY COUNCIL PRESIDENT USE ONLY**

COMMITTEE(S) REFERRED TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

STATE OF WASHINGTON - KING COUNTY

72584

City of Seattle, City Clerk

-ss.

No. ORDINANCE IN

City of Seattle

ORDINANCE 118266

AN ORDINANCE amending Seattle Municipal Code Section 4.20.060, to provide for an extension of the length of unpaid absence allowable before an employee loses service credit for salary purposes.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Seattle Municipal Code Section 4.20.060, Ordinance 97330 as last amended by Ordinance 109564, is further amended as follows:

In determining "actual service" for advancement in salary step, authorized absence for nondisciplinary reasons ((due to sickness or injury)) for which an employee does not receive compensation ((may)) will be credited at the ((rate)) equivalent of ((thirty (30) calendar days per year)) two hundred and forty (240) regular pay hours per year. ((Unpaid absences due to other causes may be credited at the rate of fifteen (15) calendar days per year.)) For the purposes of this section, time lost by reason of disability for which an employee is compensated by ((Industrial Insurance)) Workers' Compensation or Charter disability provisions shall not be considered absence. An employee who returns after layoff, or who is reduced in rank to a position in the same or another department, may be given credit toward actual service for such prior service.

Affidavit of Publication

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

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

ORD 118266

ished on

25/96

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

Subscribed and sworn to before me on

09/25/96

Notary Public for the State of Washington, residing in Seattle