

**HIGHLINE WATER DISTRICT  
King County, Washington**

**RESOLUTION 21-3-3A**

**RESOLUTION AUTHORIZING AMENDING THE PERSONNEL MANUAL, CHAPTER 3.03 PAY PRACTICES, SECTION 3.03.060; CHAPTER 3.05 EMPLOYEE BENEFITS, SECTION 3.05.020 VACATIONS**

**WHEREAS**, at the 2/23/21 Board Workshop, the Commissioners and Staff discussed revising the hours for donating unused sick leave to another employee with a serious medical condition and further to add vacation hours to the policy; and

**WHEREAS**, the recommend changes by the General Manager are as follows:

UNUSED SICK LEAVE AND VACATION LEAVE – 3.03.060

4. Employees shall be allowed to voluntarily transfer accrued **sick hours** to another employee if the receiving employee is on a valid medical leave related to a sudden or catastrophic illness or injury and has exhausted all other District-paid leave. See Authorization to Transfer Sick Leave Hours-REF 108S. Only accumulated hours in excess of 480 ~~320~~ shall be eligible to be transferred.
  
5. Employees shall be allowed to voluntarily transfer accrued **vacation hours** to another employee if the receiving employee is on a valid medical leave related to a sudden or catastrophic illness or injury and has exhausted all other District-paid leave. See Authorization to Transfer Vacation Leave Hours-REF 108V. Only accumulated hours in excess of 40 shall be eligible to be transferred.

VACATION – SECTION 3.05.020


15. To voluntarily transfer accrued vacation hours to another employee, see Section 3.03.060, Unused Sick Leave and Vacation Leave, Item 5, and Authorization to Transfer Vacation Leave Hours-REF 108V.


**NOW, THEREFORE, BE IT RESOLVED:**

The Board of Commissioners authorizes the General Manager to amend the Personnel Manual referenced hereto and incorporated herein, effective March 3, 2021.


**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington at an open public meeting held this **3rd** day **March 2021**.


**BOARD OF COMMISSIONERS**

  
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Todd Fultz, President

  
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Daniel Johnson, Commissioner

  
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Kathleen Quong-Vermeire, Commissioner

  
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Polly Daigle, Secretary

  
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Vince Koester, Commissioner

**Agenda Item No.:** 5.1  
**Agenda Date:** 03/03/21  
**Reviewed By:** M.E.

**Subject:** Resolution authorizing amending the Personnel Manual, Chapter 3.03 Pay Practices, Section 3.03.060; Chapter 3.05 Employee Benefits, Section 3.05.020 Vacations

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>

FINANCIAL			
<i>Expenditures?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Budgeted?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Estimated Amount:</i> \$ _____			Excludes sales tax

**ATTACHMENTS:**

1. Resolution 21-3-3A

**COMMENTS:**

At the 2/23/21 Board Workshop, the Commissioners and Staff discussed revising the hours for donating unused sick leave to another employee with a serious medical condition and further to add vacation hours to the policy.

Staff recommends approval of this resolution.