

1 ADOPTED: 10/25/2023
2 EFFECTIVE: 11/01/2023

3 SNOHOMISH COUNTY COUNCIL
4 Snohomish County, Washington

5
6 ORDINANCE NO. 23-094

7
8 MODIFYING VACATION LEAVE ACCRUALS FOR CLASSIFIED EMPLOYEES AND
9 AMENDING SCC 3A.06.050

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11 **BE IT ORDAINED:**

12
13 Section 1. Snohomish County Code Section 3A.06.050, last amended by Ordinance No.
14 20-074 on November 10, 2020, is amended to read:

15
16 **3A.06.050 Vacation Leave.**

17 An eligible employee as set out in SCC 3A.06.010 will accrue vacation leave based on the
18 number of hours actually worked or while on paid leave status in accordance with the schedule
19 shown below. Vacation leave will not accrue during periods of leave without pay nor for hours
20 worked in excess of 40 hours per week. Employees on furlough shall be considered to be in
21 regular pay status for purposes of this section.

22 (1) *Vacation Leave Accrual.* During each year of employment an eligible employee will accrue
23 vacation leave up to and including the maximum amount shown in the schedule below. A regular
24 full-time employee will accrue vacation leave at the rates shown in the schedule below. An
25 employee who is on regular pay status for less than a full calendar month and an employee
26 whose regular pay status is less than full-time (40 hours per week) will accrue vacation leave
27 proportionately to the number of hours the employee is on regular pay status. Vacation leave
28 accrual will be based upon the employee's total time of continuous active employment with the
29 county. Vacation leave accrued may not be used until it has been earned and credited to the
30 employee's vacation leave account.

Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Date of employment to end of 1st year	((6.7072)) <u>8</u>	((80.49)) <u>96</u>
Beginning of 2 nd year to end of 2 nd year	((8.0347)) <u>8.6667</u>	((96.42)) <u>104</u>
Beginning of 3 rd year to end of 5 th year	10 ((.0433))	120 ((.52))
Beginning of 6 th year to end of 9 th year	12 ((.0520))	144 ((.62))
Beginning of 10 th year to end of 11 th year	14 ((.0607))	168 ((.73))
Beginning of 12 th year to end of 13 th year	((14.7244)) <u>14.6667</u>	176 ((.69))

Length of Continuous Service (Years)	Monthly Accrual (hours)	Annual Accrual (hours)
Beginning of 14 th year to end of 15 th year	((15.4056)) <u>15.3333</u>	184 ((.87))
Beginning of 16 th year to end of 17 th year	((16.0693)) <u>16</u>	192 ((.83))
Beginning of 18 th year to end of ((24th)) <u>21st</u> year	((16.7331)) <u>16.6667</u>	200 ((.80))
Beginning of ((25th)) <u>22nd</u> year and thereafter	((18.7417)) <u>20</u>	((224.90)) <u>240</u>

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2 (2) *Vacation Leave – Maximum Accrual.* Vacation leave shall not be permitted to accrue in
3 excess of ~~((240))~~ 320 hours by December 31st of any year.

4
5 (3) *Vacation Leave -- Cash Payment upon Termination.* Upon termination from county
6 employment, an employee shall be paid a lump sum payment for all accrued vacation leave up to
7 a maximum of ~~((240))~~ 320 hours; PROVIDED, That such payment continues to be allowed
8 under state law. Accrued vacation leave in excess of ~~((240))~~ 320 hours shall be forfeited.

9
10 (4) *Vacation Leave Administration.* All requests to use vacation leave accruals must be pre-
11 approved by the supervisor. Requests must be submitted to the county in advance to allow
12 adequate time to arrange for workload coverage. The supervisor shall approve or deny the
13 request in writing, within 15 days of receipt of the request.


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15 Section 2. Effective Date. This ordinance shall take effect on November 1, 2023.

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17 PASSED this 25th day of October, 2023.

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19
20 SNOHOMISH COUNTY COUNCIL
21 Snohomish County, Washington

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24 
25 _____
26 Council Chair

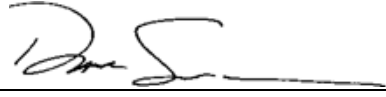
27 ATTEST:

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30 _____
31 Deputy Clerk of the Council

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- (X) APPROVED
- () EMERGENCY
- () VETOED

DATE: October 25, 2023



County Executive

ATTEST:

Melissa Geraghty

Approved as to form only:

Steve Bladek 9/6/23
Deputy Prosecuting Attorney