



MASON COUNTY FIRE DISTRICT #4

TITLE: LEAVE ACCRUAL

APPROVED: 03-22-2016

UPDATED: 04-06-2016

CHAPTER: 2000 NUMBER: 2201

UPDATED: 01-25-2017

APPROVED: Signature on file Bob Burbridge, Chief

Each regular **full-time office employee** shall accrue paid vacation leave as follows:

Years of Continuous Service	Vacation Days Earned
1-3 years	96 hours per year (8 hrs./mo.)
4-7 years	120 hours per year (10 hrs./mo.)
8-9 years	144 hours per year (12 hrs./mo.)
10-11 years	160 hours per year (13.33 hrs./mo.)
12-14 years	176 hours per year (14.66 hrs./mo.)
15-16 years	184 hours per year (15.33 hrs./mo.)
17-19 years	192 hours per year (16 hrs./mo.)
20 or more years	200 hours per year (16.66 hrs./mo.)

Each regular **full-time uniform employee** shall accrue paid vacation leave as follows:

1-3 years	96 hours per year (8 hrs./mo.)
4-7 years	120 hours per year (10 hrs./mo.)
8-9 years	144 hours per year (12 hrs./mo.)
10-11 years	160 hours per year (13.33 hrs./mo.)
12-14 years	176 hours per year (14.66 hrs./mo.)
15-16 years	184 hours per year (15.33 hrs./mo.)
17-19 years	192 hours per year (16 hrs./mo.)
20 or more years	200 hours per year (16.66 hrs./mo.)

Each regular **part-time uniform employee** shall accrue paid vacation leave as follows:

1-3 years	48 hours per year (4 hrs./mo.)
4-7 years	60 hours per year (5 hrs./mo.)
8-9 years	72 hours per year (6 hrs./mo.)
10-11 years	80 hours per year (6.66 hrs./mo.)
12-14 years	88 hours per year (7.33 hrs./mo.)
15-16 years	92 hours per year (7.66 hrs./mo.)



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17-19 years	96 hours per year (8 hrs./mo.)
20 or more years	100 hours per year (8.33 hrs./mo.)

Paid sick leave shall be accumulated and accrued at the rate of 8.0 hours per month for regular full-time employees, and 4.0 hours per month for regular part-time employees.

Sick leave may be used for the Employee's own sickness, dental appointments, or medical appointments. It may also be used for sickness, dental appointments, or medical appointments of the Employee's immediate family, defined as the Employee's child, spouse, parent, parent-in-law, or grandparent, in accordance with RCW 49.12.265 -.295. The maximum accrual of sick leave is 960 hours. Any sick leave earned beyond 960 hours, shall be forfeited. Employee shall not be entitled to payment of accrued unused sick leave in the event of termination of employment.

All new employees must satisfactorily complete their trial period to be entitled to the accrual and use of vacation leave. Employees do not accrue vacation benefits during a leave without pay.

Regular full-time employees must work, or be in a paid status, at least ninety (90) hours in a month to accrue vacation for the month. Regular part-time employees must work, or be in a paid status, at least in the same proportion to ninety (90) hours as their regular hours are to full-time employment to accrue vacation for that month.

The first day of the month of hire shall be the effective date of subsequent increase in the vacation accrual rate for employees hired between the first and the fifteenth of the month. The first day of the month following the month of hire shall be the effective date of subsequent increases in the vacation accrual rate for employees hired between the sixteenth and the last day of the month.

The maximum number of vacation days which may be accrued is 400 hours. Any vacation days earned beyond 400 hours shall be forfeited. Employees will be paid for unused vacation time upon termination of employment, except in the case of termination during the first six months of employment.

This is an attachment policy to LEAVE - 2200