



Grant County, Washington Policies & Procedures

POLICY NUMBER 800

Leave & Holidays

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POLICY NUMBER 800, Leave & Holidays

TABLE OF CONTENTS

Section	Leave & Holidays Sections	Page #
801	Annual Leave	800-3
	801.1 Specifics	800-3
	801.2 Annual Leave Accrual	800-3
	801.3 Annual Leave Use	800-4
	801.4 Annual Leave Maximum	800-5
	801.5 Exceptions to Annual Leave Maximum	800-5
	801.6 Annual Leave Pay Out	800-5
	801.7 Variance(s)	800-5
802	Sick Leave	800-5
	802.1 Specifics	800-5
	802.2 Sick Leave Accrual	800-5
	802.3 Sick Leave Use	800-6
	802.4 Sick Leave Maximum	800-7
	802.5 Sick Leave Pay Out	800-8
	802.6 Insurance Coverage	800-8
	802.7 Retaining Rights to a Position during Extended Leave	800-8
	802.8 Variance(s)	800-9
803	Sick Leave Donation	800-9
	803.1 Specifics	800-9
	803.2 Donation Process	800-9
	803.3 Sick Leave Donor Eligibility	800-10
	803.4 Sick Leave Recipient Eligibility	800-10

TABLE OF CONTENTS (Cont'd)

Section	Leave & Holidays Sections	Page #
	803.5 Requirements for Receipt	800-10
804	Overtime and Comp Time	800-11
805	Extended Leave-of-Absence	800-11
806	Leave Without Pay	800-12
807	Civil Leave	800-12
808	Administrative Leave	800-13
809	Military Leave	800-13
810	Family & Medical Leave Act (FMLA)	800-14
	810.1 Specifics	800-14
	810.2 Definitions	800-14
	810.3 Eligibility	800-18
	810.4 Procedure	800-18
	810.5 Covered Leave	800-19
	810.6 Employment Status and Benefits during Leave	800-19
	810.7 Employment Status after Leave	800-20
	810.8 Use of Paid Leave and Leave without Pay	800-20
	810.9 Intermittent Leave or a Reduced Work Schedule	800-21
	810.10 Certification of a Serious Health Condition	800-21
	810.11 Certifying and Verifying Active Duty (Qualifying Exigency) Leave	800-22
	810.12 Certifying and Verifying Military Caregiver Leave	800-23
	810.13 Procedure for Requesting Leave	800-24
	810.14 Fitness for Duty Certification	800-25
	810.15 Key Employee Provision	800-25
	810.16 Other Helpful Information	800-25
811	Family Care Act	800-26
812	Family Leave Act (<i>aka</i> Pregnancy Disability Leave)	800-26
813	Parenting Leave	800-26
814	Leave for Victims of Domestic Violence, Sexual Assault, and Stalking	800-27
815	Volunteer Firefighters, Reserve Officers, Civil Air Patrol Members' Leave	800-27
	815.1 Specifics	800-27
	815.2 Definitions	800-27
816	Bereavement Leave	800-29
817	Paid Holidays	800-29
	817.1 Specifics	800-29
	817.2 Holiday Pay	800-29

TABLE OF CONTENTS (Cont'd)

Section	Leave & Holidays Sections	Page #
	817.3 Designated Holidays	800-31
818	Unpaid Holidays For Reasons of Faith or Conscience	800-32
819	Leave-of-Absence for Part-Time and Temporary Employees	800-32

801 – Annual Leave

801.1 Specifics: Grant County authorizes eligible employees paid annual leave as a benefit of their employment.

801.2 Annual Leave Accrual

801.2.1 Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible to earn paid annual leave after successfully completing the six (6) month introductory period.

- (a) Annual leave for full-time employees is earned at the rate of one (1) day (eight (8) hours) per month or twelve (12) days (ninety-six (96) hours) per year.
- (b) Part-time employees accrue annual leave on a prorated basis, depending on the number of hours regularly scheduled to work. For example, an employee who is regularly scheduled to work twenty (20) hours per week accrues four (4) hours' annual leave instead of eight (8) hours.
- (c) Overtime hours are not included in the calculation of annual leave.
- (d) If the date of hire is between the 1st and the 15th day of the month, annual leave accrual begins in the first calendar month of work.
- (e) If the date of hire is between the 16th day and the end of the month, annual leave accrual begins the month following the first calendar month of work.
- (f) Annual leave accruals are calculated on the 15th day of each month.
- (g) Employees must be in pay status fifteen (15) or more calendar days of the month in order to be eligible to earn leave.

- (h) Upon completion of the six (6) month introductory period, an employee's leave record will be credited with the appropriate annual leave. If the employee does not successfully complete the six month introductory period, annual leave is not earned and not payable.

801.2.2 Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month accrue additional annual leave, referred to as 'bonus days', after completing two (2) years' continuous employment. For part-time employees, accrual is prorated based on the formula below and the number of hours regularly scheduled/worked. For full-time employees, accrual is as follows:

- (a) Upon Completion of Year 2: 8 Hours
- (b) Upon Completion of Years 3 & 4: 24 Hours/year
- (c) Upon Completion of Years 5-9: 40 Hours/year
- (d) Upon Completion of Years 10-14: 56 Hours/year
- (e) Upon Completion of Year 15 and thereafter: 80 Hours/year

801.3 Annual Leave Use

801.3.1 Annual leave shall not be taken prior to being earned.

801.3.2 Annual leave shall not be taken prior to successful completion of six (6) consecutive months of employment with Grant County.

801.3.3 Annual leave days shall not be taken in less than ½ hour increments.

801.3.4 Annual leave may be used as sick leave subject to the supervisor's prior approval.

801.3.5 Annual leave shall not be transferred to another employee.

801.3.6 Annual leave use shall be documented using the *Leave Request and Authorization* form (available from the employee's supervisor/work area or the Accounting Department).

801.3.7 Annual leave requests are subject to approval in advance.

801.3.8 If a holiday occurs during scheduled annual leave, the employee will receive holiday pay for that day.

801.3.9 Questions about use of annual leave should be directed first to the supervisor.

- 801.4 Annual Leave Maximum: Annual leave, including bonus days, may be accrued to a maximum balance of twenty-five (25) days (two-hundred (200) hours). Annual leave balances should be regularly reviewed by the manager or supervisor, and the employee. Annual leave maximum balances are reconciled by Accounting at the end of each calendar year. Annual leave in excess of the maximum at the time of reconciliation will lapse.
- 801.5 Exceptions to Annual Leave Maximum: Exceptions to the maximum may be made only if an employee's request to take annual leave has been made and denied by the elected Official or Department Head, based on business necessity. Such denials must be forwarded to the Board of County Commissioners, with a request for an exception to the annual leave maximum policy. Such requests should be timely made. The Board will use its discretion in determining if an exception will be made, and at what level.
- 801.6 Annual Leave Pay Out: Employees who separate from Grant County employment shall be paid for unused, accrued annual leave, according to the following conditions:
- 801.6.1 Employees who separate from Grant County after completing six (6) consecutive months of employment will be paid for any unused, accrued annual leave, not to exceed twenty-five (25) days.
- 801.6.2 Employees who separate from Grant County prior to successful completion of six (6) consecutive months of employment shall not receive payment for any annual leave.
- 801.6.3 Payment for annual leave is calculated on the base salary at the time of separation from the County.
- 801.6.4 Employees who are elected to County office shall be paid for annual leave upon taking office, in accordance with this policy, given that elected officials are not eligible for annual leave.
- 801.7 Variance(s): A variance to this policy may exist for the Sheriff's Office.

802 – Sick Leave

- 802.1 Specifics: Grant County authorizes eligible employees paid sick leave as a benefit of their employment.
- 802.2 Sick Leave Accrual: Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible for paid sick leave within one month of hire.

802.2.1 Sick leave for full-time employees is accumulated at the rate of one (1) day per month (eight (8) hours) or twelve (12) days per year (ninety-six (96) hours).

802.2.2 Part-time employees accrue sick leave on a prorated basis, depending on the number of hours regularly scheduled to work. For example, an employee who works twenty (20) hours per week accrues four (4) hours sick leave instead of eight (8) hours.

802.2.3 Overtime hours are not included in the calculation of sick leave.

(a) If the date of hire is between the 1st and the 15th day of the month, sick leave accrual begins in the first calendar month of work.

(b) If the date of hire is between the 16th day and the end of the month, sick leave accrual begins the month following the first calendar month of work.

(c) Sick leave accruals are calculated on the 15th of each month.

(d) Employees must be in pay status fifteen (15) or more calendar days of the month in order to be eligible to earn leave.

802.3 Sick Leave Use

802.3.1 Sick leave shall not be taken prior to being earned.

802.3.2 Sick leave shall not be taken less than ½ hour increments.

802.3.3 Sick leave shall not be used as annual leave.

802.3.4 Sick leave shall not be transferred to another employee, except as expressly outlined in this policy's section 803 below, *Sick Leave Donation*.

802.3.5 Sick leave use shall be documented using the *Leave Request and Authorization* form.

802.3.6 Sick leave requests shall be subject to prior approval for any scheduled sick leave (doctor appointments, hospital stays, etc.), and are to be completed for approval immediately upon return from any unscheduled sick leave.

802.3.7 Sick leave may be used for only the following reasons:

- (a) Illness or injury which prevents the employee from performing their job; or
- (b) Illness or injury to a member of the employee's immediate family.
 - (1) For sick leave purposes, immediate family includes the employee's spouse, sibling, parent, child/stepchild, in-law, or any other relative or member living in the employee's household.
- (c) Doctor appointments for the employee or a member of their immediate family.
- (d) Exposure to a contagious illness, which would jeopardize the employee's health, the health of co-workers or the general public.

802.3.8 Notice is required for sick leave absence from work.

- (a) If you are unable to contact your supervisor or other appropriate party, you must contact his/her supervisor and so on up the "chain of command."
- (b) You must call in each day you are absent from work, except in cases of prolonged illness or injury, where notification of longer term absence has been given and accepted by the supervisor or other appropriate party.

802.3.9 Absences of three (3) or more consecutive work days due to illness or injury may require a written doctor's release to return to work.

802.3.10 Upon return to work from illness or injury, and in order to accommodate a disability, light-duty may be available. Light-duty is based on a case by case analysis by your supervisor and the Human Resources department. Questions regarding light-duty should be directed to your supervisor and the Human Resources department.

802.3.11 If a holiday occurs during sick leave, the employee will receive holiday pay for that day.

802.3.12 Questions about use of sick leave should be directed first to the supervisor.

802.4 Sick Leave Maximum: Sick leave may be accrued to a maximum balance of one hundred twenty (120) days (nine hundred sixty (960) hours). Sick leave balance is reconciled at the end of each month.

Sick leave in excess of the maximum at the time of reconciliation will lapse.

- 802.5 Sick Leave Pay Out: Employees who separate from Grant County employment may be paid for a portion of accrued sick leave.
- 802.5.1 Employees who separate from Grant County employment at full retirement age as defined by the Social Security Administration, or younger and eligible to begin drawing full benefit from a DRS retirement program, will receive payment for fifty percent (50%) of any accrued, unused sick leave, not to exceed nine hundred sixty (960) hours.
- 802.5.2 Employees who separate from Grant County after ten (10) or more years of employment, and who give two (2) or more weeks' notice prior to separation, will receive payment for twenty-five percent (25%) of any accrued, unused sick leave, not to exceed nine hundred sixty (960) hours.
- 802.5.3 Employees who separate from Grant County after less than ten (10) years of employment and who do not separate from Grant County under conditions outlined in section 802.5.1 will not receive payment for any accrued, unused sick leave. However, sick leave will be restored if the employee is re-employed with Grant County within the first twelve (12) months of the date of separation.
- 802.5.4 Payment for sick leave is calculated on an employee's base salary at the time of separation from the County.
- 802.5.5 Employees who are elected to a County office will be paid for sick leave upon taking office, in accordance with this policy, given that elected officials are not eligible for sick leave.
- 802.6 Insurance Coverage: Employees must work eighty (80) or more hours per month to retain health insurance benefits, except during approved Family and Medical Leave Act leave (FMLA). Employees may retain their insurance coverage at their own cost as provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees are responsible for any necessary insurance costs during any lapse of coverage. Insurance coverage will lapse if payments are not received according to schedule. Questions regarding insurance coverage and payment schedule should be directed to the Accounting department.
- 802.7 Retaining Rights to a Position during Extended Leave: Employees who are absent from work due to illness or injury for more than ninety (90) days may not be able to retain rights to their position, except as otherwise provide by federal and/or state regulations. However, the

County may restore the employee to an equivalent position with equivalent pay, benefits and other employment terms and conditions, should such position exist. Questions regarding retaining rights to a position should be directed to the Human Resources department.

802.8 Variance(s): A variance to these policies may exist for the Sheriff's Office.

803 – Sick Leave Donation

803.1 Specifics: It is the policy of Grant County to allow eligible employees to donate accrued sick leave to fellow employees according to specific guidelines.

803.2 Donation Process: Eligible regular full-time employees may receive up to ninety (90) days (720) hours of donated sick leave during a twelve (12) month period. Eligible regular part-time employees may receive a pro-rated amount of leave based on their regularly scheduled hours of work (*i.e.*, a regular part-time employee scheduled to work twenty (20) hours a week would receive 50% of the 720 hours). The twelve month period begins the date the first donated sick leave is used. The person requesting the sick leave donation is referred to as the Recipient. The employee donating the sick leave is referred to as the Donor.

803.2.1 An employee may request sick leave donation by completing the Sick Leave Donation Request Form. This form is available on the County's intranet under the Human Resources tab, Sick Leave Donation Form.

- (a) The employee obtains the supervisor's approval.
- (b) The employee obtains Accounting's verification of leave status.
- (c) The employee forwards the request to the Human Resources Department.
- (d) The Director of Human Resources obtains medical documentation as appropriate. The Director forwards a recommendation to approve or deny the request to the Board of County Commissioners.
- (e) The Board of County Commissioners provides notice of its decision and establishes the donation deadline, usually fifteen (15) days, in the notice.

803.2.2 Should the employee not be available to initiate the process, the supervisor may initiate the above steps 803.2.1(a)-(c).

803.2.3 Sick leave donations shall be utilized according to a process established by Accounting. The process reduces sick leave, in increments of no less than two (2) hours, from all eligible donors until the requested leave or the total of all donated leave, whichever comes first, is reached, or until the donation maximum is reached.

803.2.4 Sick leave donation forms must be received by Accounting by the donation deadline.

803.3 Sick Leave Donor Eligibility: Full-time and part-time employees who are eligible to accrue sick leave are eligible donors. Donors must maintain a balance of at least ten (10) days (80 hours) after the deduction of the donation and may not donate less than two (2) hours and must donate in two (2) hour increments.

803.4 Sick Leave Recipient Eligibility

803.4.1 To be eligible to receive donated sick leave, the recipient must:

- (a) Suffer from an illness, injury, impairment, or physical or mental condition, which is extraordinary in nature; *i.e.*, life threatening or causes long term or permanent physical damage which could preclude the employee from returning to work;
- (b) Be a regular full-time or regular part-time employee who has worked for the County for at least twelve (12) consecutive months prior to the request;
- (c) Have exhausted all sick leave options, including having exhausted annual leave and compensatory time balances;
- (d) Have approval from supervisor that proposed use of sick leave is justified; and
- (e) Have previously abided by leave-of-absence policies.

803.4.2 Elected Officials, seasonal, temporary employees, and other employees not eligible to earn sick leave are not eligible to receive sick leave donations.

803.5 Requirements for Recipient: The County requires sick leave donation recipients to:

803.5.1 Exhaust all accrued sick leave, annual leave, and compensatory time prior to using donated sick leave after a donation request;

- 803.5.2 Provide medical certification as requested (the County may require additional medical opinions at the County's expense); and
- 803.5.3 Report at least monthly to the supervisor during the sick leave regarding status, and cooperate with the County on matters relating to work and leave.

804 – Overtime and Comp Time

- 804.1 Specific information regarding which County employees are eligible to receive overtime pay and/or earn comp time (under the federal Fair Labor Standards Act, or FLSA) and those employees who are not eligible to receive overtime pay and/or comp time (exempt from the FLSA), can be found in Policy No. 700, Hours and Attendance, sections 702 and 703.
- 804.2 Policy No. 700 also sets forth County overtime requirements as well as the process for overtime and/or comp time approval. A brief summary of Overtime and Comp Time, from an accrual and use (leave) standpoint, follows:
 - 804.2.1 Overtime Pay is at the rate of one and one-half (1-1/2) times the normal hourly wage for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.
 - 804.2.2 Comp Time in Lieu of Overtime Pay: Compensatory time accrual is at the rate of one and one-half (1-1/2) hours for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.
 - 804.2.3 Comp Time use shall not be: (1) taken prior to being earned; (2) taken in less than ½ hour increments; and/or (3) transferred to another employee.
 - 804.2.4 Comp Time use shall: (1) be documented using the *Leave Request and Authorization* form available from the employee's supervisor/work area or the Accounting Department; and (2) be scheduled at a time that will not restrict the County's ability to meet necessary work requirements.
 - 804.2.5 Comp time use requests are subject to approval in advance.

805 – Extended Leave-of-Absence

- 805.1 In certain circumstances, Grant County may grant regular employees an extended leave-of-absence not to exceed twelve (12) months. The

granting of an extended leave-of-absence is at the sole discretion of, and is subject to the prior approval by, the Board of County Commissioners.

- 805.2 Employees must exhaust all accrued annual leave and compensatory time while on an extended leave-of-absence prior to going to unpaid status. Any benefits available prior to the extended leave-of-absence will be retained. However, no additional benefits will be awarded, earned or accrued while on extended leave-of-absence in an unpaid status. An employee on an approved extended leave-of-absence in an unpaid status may qualify for health insurance continuation in accordance with COBRA. (See Policy 900, Benefits, section 903 *Continuation of Health Insurance Benefits (COBRA)*).
- 805.3 To request an extended leave-of-absence, a Leave Request & Authorization Form with a written letter of explanation should be submitted, in advance, to the employee's supervisor. An employee on an extended leave-of-absence may not necessarily retain his/her position during their leave of absence.

806 – Leave Without Pay

In some instances, employees may take leave without pay. A Leave Request & Authorization form must be submitted. Leave without pay must be coordinated and approved in advance with the employee's supervisor. Also, an employee receiving medical/dental benefits taking leave without pay must contact the Accounting Department and make arrangements for payment of his/her portion of benefits for those days on leave without pay in order to keep the benefits activated.

807 – Civil Leave

- 807.1 Grant County will excuse from work employees who are summoned for jury duty or subpoenaed to appear in court or otherwise participate in a legal proceeding. Employees will receive their regular pay for civil leave, however, employees must pay the County for any remuneration received for service (payment for mileage remains the employee's). Jury and court leave will not be counted against an employee's annual leave or sick leave.
- 807.2 Employees must submit to their supervisor a completed Leave Request & Authorization Form accompanied by a copy of the court summons or subpoena as soon as it is received. Service time and benefits remain in force during jury or court leave.
- 807.3 Employees have the right to attend jury duty when summoned. If such service is scheduled during a period when the employee's presence is necessary, Grant County may request the employee to seek deferring jury duty to a later time. The County will take no adverse action against the employee should he/she elect to serve as scheduled or is prevented by the court from deferral of service.

808 – Administrative Leave

Circumstances may arise which make it necessary for Grant County to place an employee on Administrative Leave. Administrative Leave may be with pay or without pay, depending on the circumstances. The employee will be notified in writing if he/she is being placed on Administrative Leave. While on Administrative Leave, with reasonable notice from the supervisor and/or Grant County, the employee must be available and accessible. An employee's service time and benefits remain in force while he/she is on Administrative Leave.

809 – Military Leave

- 809.1 Employees seeking Military Leave from their employment with Grant County must submit a Leave Request & Authorization Form, along with a copy of their military order(s), to their supervisor immediately upon receipt, unless it is impossible, unreasonable or precluded by military necessity.
- 809.2 Grant County will grant paid military leave to employees ordered to serve on active duty or active duty training for the National Guard or Reserves of the United States, not to exceed fifteen (15) workdays per year, in accordance with RCW 38.40.060.
- 809.3 Employees who voluntarily or upon demand, leave a position for more than fifteen (15) workdays to enter active duty in the Armed Forces shall be placed on military leave without pay for up to five (5) years, except as otherwise provided by the Uniformed Services Employment and Reemployment Act (USERRA).
- 809.4 Employees may exhaust accrued annual leave and compensatory time during military leave without pay, but are not required to do so.
- 809.5 Any benefits available prior to military leave will be retained. However, no additional benefits will be awarded, earned or accrued while on leave.
- 809.6 An employee who returns to work after a military leave of absence shall be restored to his/her previous position and salary, to a comparable position and salary, or to the position and salary he/she would have attained had he/she not been called to service **conditioned upon his/her application for re-employment as follows:**
 - 809.6.1 Within ninety (90) days of discharge or separation for service of more than one hundred eighty (180) days;
 - 809.6.2 Within fourteen (14) days of discharge or separation for service of more than thirty (30) days but less than one hundred eighty-one (181) days or;

809.6.3 At the beginning of the next regularly scheduled work period on the first full day after discharge or separation for service of less than thirty-one (31) days.

809.7 Employees must present to Grant County written documentation of honorable discharge or separation. Further, an employee's seniority rights are restored upon successful reemployment, as well as restoration of health insurance benefits as if the employee had never taken a leave-of-absence.

809.8 Employees are urged to contact the Human Resources department for additional information or to receive assistance with any questions.

810 – Family & Medical Leave Act (FMLA)

810.1 Specifics: It is the policy of Grant County to grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The County will also grant up to twelve (12) weeks of leave for a "qualifying exigency" or up to twenty-six (26) weeks of "military caregiver" leave in accordance with the Military Family Leave provisions of the National Defense Authorization Act of 2008 which amends the FMLA. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.

810.2 Definitions

810.2.1 Twelve (12) Month Period: Grant County uses a "rolling" twelve (12) month period, measured backward from the date of a qualifying FMLA event. Under this method of calculation, each time an employee has a qualifying FMLA event, the total leave entitlement for that occurrence would be the remainder of the twelve (12) workweeks not used during the immediately preceding twelve (12) months. In the context of Military Caregiver Leave, the single twelve (12) month period begins on the first day Military Caregiver Leave is taken and ends twelve (12) months later.

810.2.2 Spouse: A husband or wife. (Defined as recognized in the state where the employee resides.)

810.2.3 Parent: A biological parent of an employee or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter as defined below. This term does not include parents "in law." (Persons who are "*in loco parentis*" include those with day-to-day responsibilities to care for and financially support a child, or, in the case of an employee, who had such responsibility for the employee

when the employee was a child. A biological or legal relationship is not necessary.

810.2.4 Son or daughter: A biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis*, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability. The determination of whether the adult child has a disability should be made at the time leave is to commence. In the context of Military Family Leave, the term “son or daughter” means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis*, who is of any age.

810.2.5 Next of Kin: A blood relative whom the service member has designated as the “next of kin”. If the service member does not designate a next of kin, the order of priority other than spouse, parent, son or daughter is: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins.

810.2.6 Military Family Leave: Leave that is available to certain family members of military service members. There are two types of Military Family Leave:

(a) Active Duty Leave means a period of up to twelve (12) weeks of leave which is available during a twelve (12) month period to address any qualifying exigency arising out of the fact that the spouse, parent, son or daughter of an eligible employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (Only families of service members in the National Guard and Reserves and certain retired members of the Armed Forces are eligible.)

(b) Military Caregiver Leave means a period up to a total of twenty-six (26) weeks of leave which is available during a single twelve (12) month period for the care of a covered service member with serious medical issues.

810.2.7 Covered Service Member: A member of the Regular Armed Forces or the National Guard or Reserves who has a serious injury or illness incurred in the line of duty on active duty that may render the member medically unfit to perform the duties of the member’s military office, grade, rank or rating, and who is undergoing medical treatment, recuperation or therapy; is otherwise in military outpatient status, or otherwise on the temporary disability retired list. Service

members who are on the permanent disability or retired list are not included.

810.2.8 Qualifying Exigency: Any one or more of the following:

- (a) Short notice deployment (seven or less calendar days prior to the date of deployment);
- (b) Military events and related activities (in advance of and during deployment, including family support or assistance programs and informational briefings);
- (c) Childcare and school activities (*e.g.*, to arrange for alternative childcare, provide childcare on an urgent, immediate-need basis or to attend meetings at a school or daycare facility);
- (d) Financial and legal arrangements (*e.g.*, to prepare and execute powers of attorney, enroll for military health care or to prepare a will or living trust);
- (e) Counseling (non-medical, for oneself, the service member or a child);
- (f) Rest and recuperation (up to five days for each);
- (g) Post-deployment activities (to attend ceremonies and briefings for a period of 90 days or to address issues arising from the service member's death); and
- (h) Additional activities agreed to by the employer and employee.

810.2.9 Serious Health Condition: An illness, injury, impairment, or a physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

810.2.10 Health care provider: A doctor who is authorized to practice medicine or surgery (as appropriate) in the state in which the doctor practices or any other person determined to be capable of providing health care services (within the scope of their practice) including: podiatrist, dentist, clinical psychologist, optometrist, and nurse practitioner. Physician Assistants are also included in this definition but not nurses.

810.2.11 Inpatient care: An overnight stay in a hospital, hospice or residential medical facility including any period of incapacity or subsequent treatment in connection with such inpatient care.

810.2.12 Incapacity: The inability to work, attend school or perform other regular daily activities due to the serious health condition or treatment thereafter or recovery therefrom.

810.2.13 Continuing treatment: This includes any one or more of the following:

(a) A period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

(1) Treatment by a health care provider requiring two or more office visits within 30 days of the period of incapacity.

(2) Treatment by a health care provider for a chronic serious health condition which results in a regimen of continuing treatment under supervision of the health care provider and includes at least two office visits per year.

(2a) Any period of incapacity due to pregnancy or for prenatal care.

(2b) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition which:

i. Requires periodic visits for treatment by a health care provider;

ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and

iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)

(2c) A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. (*i.e.*, Alzheimer's', severe stroke, or terminal stage illness).

(2d) Any period to receive multiple treatments (including recovery therefrom) either for restorative surgery after an accident or other injury, or for a condition that would likely result

in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer chemotherapy/ radiation, severe arthritis physical therapy, kidney disease dialysis.

810.3 Eligibility. In order to qualify to take family and medical leave under this policy, an employee must meet all of the following conditions:

810.3.1 An employee must have worked for Grant County at least twelve (12) months, or fifty-two (52) weeks. The twelve (12) months or fifty-two (52) weeks need not be consecutive, but employment prior to a seven (7) year break in service shall not qualify as time worked except for instances of military leave or approved leaves of absences. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee is on leave during the week.

810.3.2 The employee must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately before the date when the leave would begin. This does not include paid or unpaid absences.

810.4 Procedure

810.4.1 This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences as defined in this policy as a "serious health condition" or as an active duty military related illness or injury. Employees with questions about what illnesses are covered under this FMLA policy or under Grant County's sick leave policy are encouraged to consult with the Human Resources Department.

810.4.2 If an employee takes leave for a condition that progresses into a serious health condition and the employee requests continuing leave as provided under this policy, Grant County may designate all or some portion of the earlier related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

810.4.3 If both spouses work for Grant County, their total leave in the applicable twelve (12)-month period may be limited to an aggregate of twelve (12) weeks if the leave is taken for either the birth or placement for adoption or foster care of a child. Leave for these reasons must be taken within one year of the birth or placement of the child. In the context of Military Family Leave, the aggregate amount of time both can take is

limited to the combined total that each is eligible to take (*i.e.*, twelve (12) weeks of Active Duty Leave and/or twenty-six (26) weeks of Military Caregiver Leave).

- 810.5 Covered Leave: Grant County will grant FMLA leave to eligible employees for one or more of the following:
- 810.5.1 Because of the birth of a son or daughter of the employee, and in order to care for such son or daughter.
 - 810.5.2 Because of the placement of a son or daughter with the employee for adoption or foster care.
 - 810.5.3 In order to care for the spouse, or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health conditions.
 - 810.5.4 Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
 - 810.5.5 Because of any qualifying exigency arising out of the fact that the employee's spouse, parent, son, or daughter is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
 - 810.5.6 In order to care for a covered service member with a qualifying serious illness or injury who is the employee's spouse, parent, son, daughter, or next of kin.
- 810.6 Employment Status and Benefits During Leave
- 810.6.1 While on approved leave of absence, the employee will continue to be responsible for the employee's share of benefit premiums. These premiums will automatically be deducted from the employee's paycheck during the approved leave. If any paycheck does not cover the employee's share of premiums, the employee will be responsible for paying the difference either in person or by mail to Human Resources.
 - 810.6.2 Failure to pay outstanding amounts for benefits the employee elects to continue may result in cancellation of benefits. The employee will be required to meet any necessary eligibility or plan enrollment requirements upon his or her return from leave. If the employee fails to return to County employment following leave, Grant County may withhold outstanding self-pay benefit premium amounts from the employee's final paycheck.

810.6.3 If the employee's final paycheck does not cover all outstanding self-pay benefit premium amounts, the employee is responsible for paying Grant County the amount due. The payment must be received in the Human Resources Office by the 20th day of each month for coverage to be effective for the following month. If the payment is more than thirty (30) days late, the employee's health care coverage may be suspended for the duration of the leave.

810.7 Employment Status After Leave

810.7.1 An employee on leave under this policy will be restored by Grant County to the position of employment held by the employee when the leave commenced; or be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

810.7.2 Nothing in this policy shall be construed to entitle any restored employee to the accrual of any seniority or employment benefits during any period of leave; or any right, benefit, or position of employment other than any right, benefit or position to which the employee would have been entitled had the employee not taken the leave.

810.7.3 An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. If an employee is laid off during the course of taking FMLA leave and employment is terminated, Grant County is not required to continue FMLA leave or maintain group health plan benefits provided that there are no continuing obligations under a collective bargaining agreement or other policy.

810.8 Use of Paid Leave and Leave Without Pay

810.8.1 Employees are required to use available accrued annual leave, comp time including floating holidays during any period of family or medical leave. Employees must also use available sick leave when family or medical leave is taken because of the employee's own serious health condition or the serious health condition of a family member covered under this policy.

810.8.2 An employee must use available sick leave for any period of pregnancy related disability. Use of available annual leave, floating holidays or compensatory time is required during non-disability absences related to the birth, adoption or foster care placement of a child under this policy.

810.8.3 If an employee needs less than a full week of FMLA leave and a holiday falls within the partial week of leave, the hours that the employee does not work on the holiday will not be counted against the employee's FMLA leave entitlement if the employee would not have otherwise been required to report for work on that day.

810.8.4 If an employee needs a full week of leave in a week with a holiday, the hours the employee does not work on the holiday will count against the employee's FMLA entitlement.

810.8.5 Paid leave as applicable must be exhausted prior to use of leave without pay unless the employee has elected unpaid leave under worker's compensation.

810.8.6 Employees are required to comply with Grant County's policies for using paid and unpaid leave.

810.9 Intermittent Leave or a Reduced Work Schedule

810.9.1 When medically necessary, the employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed), or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced work hour schedule.

810.9.2 When not medically necessary, intermittent leave or a reduced schedule requires mutual agreement of the County and the employee. In all cases, the family or medical leave may not exceed a total of twelve (12) weeks (twenty-six (26) weeks in the case of Military Caregiver Leave) over the applicable twelve (12)-month period.

810.9.3 The Department Head/Elected Official, to meet the department's needs, may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

810.9.4 It is the employee's responsibility and obligation in scheduling appointments and/or treatment to do so without disrupting the County's operations.

810.10 Certification of a Serious Health Condition

810.10.1 Grant County may require an employee to provide certification of a serious health condition from a health care provider. An employee must respond to such a request within fifteen (15)

days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification forms are available in the Human Resources Department.

810.10.2 Certification of a serious condition must include the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. When leave is for an employee's own serious health condition, the certification must also include a statement that the employee is unable to perform the essential functions of his/her position. When leave is for the serious health condition of a family member, the certification must include a statement that the family member requires assistance. Grant County Human Resources staff may contact an employee's health care provider to clarify and/or verify the employee's medical certification, if the employee has first been given the opportunity to provide clarification and the requirements of the Health Insurance Portability and Accountability Act have been met. An employee who fails to provide consent for this contact may be denied, or lose FMLA protection if his or her medical certification is incomplete or insufficient.

810.10.3 Except in the case of Military Caregiver Leave, Grant County has the right to ask for a second opinion if it has reason to doubt the validity of the certification. Grant County will pay for the expense of the second opinion and will select the physician. If necessary to resolve a conflict between the original certification and the second opinion, Grant County will require the opinion of a third physician. Grant County and the employee will jointly select the third physician, and Grant County will pay the expense for the third opinion which will be considered final.

810.10.4 Medical certification for pregnancy leave will be required only if the pregnancy disability period is prior to or more than six weeks after the birth of the child.

810.10.5 The County may require certification of the medical need for a reduced or intermittent leave schedule. The certification must include a statement describing the schedule needed, the dates and duration of the need for the schedule, and treatment or other reason for the schedule.

810.11 Certifying and Verifying Active Duty (Qualifying Exigency) Leave

810.11.1 Grant County may require the employee to provide a copy of the service member's relative's orders or other military documentation, showing the service member's call to active duty and expected dates of active duty service. In addition,

the County may contact the appropriate Department of Defense unit to verify the service member's orders. This documentation will be required only once for each service member's call to service. However, such documentation may be requested again for a different active duty call-up or the call-up of a different service member.

810.11.2 The County may seek certification from the employee of the reason for each qualifying exigency leave requested during the period of the relative's service. Such certification shall include the approximate dates and purpose of the absence and, if for reduced or intermittent leave, an estimate of the frequency and duration of the qualifying exigency. If there is a third party involved, the employee must provide contact information and the County may contact the third party to verify the purpose of the meeting and that the meeting is scheduled and the employee's absence is required.

810.11.3 Grant County may also require the employee to provide documentation or a signed statement of the family relationship to the service member.

810.11.4 If the employee fails to provide complete and sufficient certification and documentation, FMLA leave may be denied.

810.12 Certifying and Verifying Military Caregiver Leave

810.12.1 Grant County may require certification that the employee is needed to care for a seriously ill or injured service member. Such certification must be completed by a Department of Defense health care provider, a Veterans Affairs health care provider or a Department of Defense non-network TRICARE authorized private health care provider. In lieu of the medical certification, an employee may provide an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to the employee family member to join an ill or injured service member at his or her bedside.

810.12.2 The certification shall include the name of the covered service member and the relationship of the service member to the employee, the appropriate military status of the service member, the appropriate contact information of the health care provider, a statement or description of the appropriate medical facts regarding the service member's health condition sufficient to support the need for leave, a description of the care to be provided and an estimate of the leave time needed (continuous vs. intermittent, beginning and ending dates, duration of leave, etc.).

810.12.3 As with other types of FMLA leave, it is the employee's responsibility to provide complete and sufficient certification and failure to do so may result in the denial of leave.

810.13 Procedure for Requesting Leave

810.13.1 Foreseeable

- (a) All employees requesting foreseeable leave under this policy must submit the request in writing to their Department Head/Elected Official (or designee). County FMLA request forms are available on the County's intranet under the Human Resources tab, FMLA. In the absence of an employee request for FMLA, the County may designate all or any portion of the period of absence as FMLA leave if circumstances indicate the absence qualifies under this policy.
- (b) When an employee plans to take foreseeable leave under this policy, the employee must give Grant County Human Resources thirty (30) days' notice. If it is not possible to give thirty (30) days' notice, an employee must give notice on the same day he or she learns of the need for leave or the next business day, absent any emergency situations. If an employee fails to provide thirty (30) days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date Grant County Human Resources receives notice. Only fourteen (14) days' notice is required for care of a terminally ill child. (This provision does not apply to Military Qualifying Exigency Leave.)
- (c) An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the department operations. If the employee fails to consult with the employer to attempt to minimize the workplace disruption, the employer may initiate discussions with the employee and require the employee to attempt to make less disruptive arrangements, subject to the approval of the health care provider.

810.13.2 Unforeseeable

- (a) Employees requesting unforeseeable leave must provide notice within the time prescribed by Grant County's usual and customary notice requirements applicable to such leave. Absent extraordinary circumstances (e.g., emergency medical treatment),

employees may be required to follow established call-in procedures. Failure to properly notify Grant County of absences may cause a delay of FMLA protections.

- (b) If an employee's health care provider determines that a period of leave must be extended beyond the date originally identified, the County may require notice of the new circumstances. Moreover, the County may request status reports when circumstances change, and may request subsequent medical certifications if it has reason to question the appropriateness of the leave or its duration.

810.14 Fitness for Duty Certification: Grant County may request a fitness for duty certification at the time the designation notice is provided. Grant County has the right to contact the health care provider consistent with the medical certification procedures to authenticate and clarify fitness for duty statements. When a fitness for duty certification is requested, the employee must obtain the certification from his or her healthcare provider stating the employee is fit to return to work and resume the normal functions of the position. Grant County may provide the employee with a list of essential job duties together with the eligibility notice advising the employee the necessity for the fitness for duty certification. If Grant County provides such a list to the employee, it may require the healthcare provider to certify that the employee can perform the essential functions of the position. Grant County has the right to request a fitness for duty certification every thirty (30) days during intermittent leave if reasonable safety concerns exist.

810.15 Key Employee Provision: Under specific and limited circumstances where restoration of the employee to employment will cause substantial economic injury to County operations, the County may refuse to reinstate certain highly paid "key" employees after using FMLA leave. A "key" employee is a salaried "eligible" employee who is among the highest paid ten (10) percent of employees within seventy-five (75) miles of the work site.

810.16 Other Helpful Information

810.16.1 FMLA packets are available in the Grant County Human Resources Department. Your rights and responsibilities regarding FMLA are also posted throughout County offices and on the County intranet and internet sites.

810.16.2 Failure to comply with the above policy and procedures, without good cause, may result in delay, denial or termination of FMLA benefits. Please contact the Human Resources department with questions regarding FMLA leave and related issues.

811 – Family Care Act

- 811.1 The Family Care Act of Washington allows eligible employees the use of paid leave, including sick leave, vacation, holiday, paid time off, and some short-term disability plans to care for sick family members with a serious health condition.
- 811.2 Sick family members include spouse, registered domestic partner, child, parent, parent-in-law, or grandparent.
- 811.3 The Family Care Act also includes care of a child under the age of eighteen (18) with a routine childhood illness or needing preventative care, and disabled children of any age.
- 811.4 Also included is short-term care of a pregnant spouse or registered domestic partner during or after childbirth, as needed.

812 – Family Leave Act (aka Pregnancy Disability Leave)

- 812.1 Under Washington State discrimination laws, eligible employees are entitled to take up to six (6) workweeks of unpaid, job-protected leave due to disability associated with a usual pregnancy/childbirth. If the disability phase is longer than six (6) workweeks, the pregnancy disability leave extends to the actual length of the disability. This leave is concurrent with any FMLA leave, unless the employee notifies his/her supervisor of the intention to take FMLA leave consecutively after pregnancy disability leave. All accrued, applicable paid leave – including annual leave, sick leave and compensatory time – must be exhausted during this leave. Any unpaid leave during these six (6) workweeks is without employer-paid health insurance benefits if FMLA leave has already been exhausted or if the employee has chosen to take FMLA consecutively after pregnancy disability leave.
- 812.2 Under Washington State discrimination laws, eligible employees with a disability due to pregnancy are entitled to unpaid, job-protected leave in addition to the above six (6) weeks as a reasonable accommodation. The length of this additional leave will be determined on a case-by-case basis, dependent on the needs of the employee, office, department and/or County. Medical certification is required for such additional leave.
- 812.3 Questions regarding pregnancy leave and coordination with FMLA leave should be directed to Human Resources.

813 – Parenting Leave

- 813.1 Grant County may grant a parenting leave not to exceed six (6) months after the birth of a child. This parenting leave will run concurrent with FMLA and Washington State pregnancy disability laws. Any portion of this leave, which is in addition to FMLA or Washington State

regulations, is unpaid and non job-protected. All accumulations (of benefits) cease during this unpaid parenting leave, except as otherwise protected by Federal and State regulations.

813.2 Grant Count may grant a parenting leave not to exceed six (6) months after a spouse has given birth to a child. This parenting leave will run concurrent with FMLA. Any portion of this leave, which is in addition to FMLA, is unpaid and non job-protected. All accumulations (of benefits) cease during this unpaid parenting leave, except as otherwise protected by Federal and State regulations.

813.3 When both parents are employed by Grant County, only a total of six (6) months of Grant County parenting leave is allowed.

814 – Leave for Victims of Domestic Violence, Sexual Assault, and Stalking

814.1 Washington State law allows victims of domestic violence, sexual assault, or stalking to take reasonable leave from work for legal or law enforcement assistance, medical treatment or counseling, work with a domestic violence shelter or rape crisis program, or for safety or relocation needs.

814.2 Family members may also take reasonable leave to help a victim obtain needed treatment or services.

814.3 Family members include child, spouse, parent, parent-in-law, grandparent, or person the employee is dating.

814.4 An employee using this leave must provide advance notice to his/her employer, when possible, but in an emergency he/she must provide notice no later than the end of the first day of the leave.

815 – Volunteer Firefighters, Reserve Officers, Civil Air Patrol Members' Leave

815.1 Specifics

815.1.1 Washington State's Volunteer Firefighter Leave provides job protection for qualifying employees who are volunteer firefighters and reserve police officers because of leave taken to an alarm of fire or an emergency call.

815.1.2 This leave extends to any qualifying employee who is a civil air patrol member because of leave taken related to an emergency service operation.

815.2 Definitions

815.2.1 Alarm of fire or emergency call: Responding to, working at, or returning from a fire alarm or an emergency call, but not participating in training or other non-emergency activities.

- 815.2.2 Civil air patrol member: A person who is a member of the Washington wing of the civil air patrol.
- 815.2.3 Emergency service operation: The following operations of the civil air patrol:
- (a) Search and rescue missions designated by the air force rescue coordination center;
 - (b) Disaster relief, when requested by the federal emergency management agency or the department of homeland security;
 - (c) Humanitarian services, when requested by the federal emergency management agency or the department of homeland security;
 - (d) United States air force support designated by the first air force; and
 - (e) Counterdrug missions.
- 815.2.4 Reinstatement: Defined as reinstatement with back pay, without loss of seniority or benefits, and with removal of any related adverse material from the employee's personnel file.
- 815.2.5 Withdrawal of disciplinary action: The withdrawal of disciplinary action with back pay, without loss of seniority or benefits, and with removal of any related adverse material from the personnel file.
- 815.2.6 Volunteer firefighter: A firefighter who:
- (a) Is not paid;
 - (b) Is not already at his or her place of employment when called to serve as a volunteer, unless the employer agrees to provide such an accommodation; and
 - (c) Has been ordered to remain at his or her position by the commanding authority at the scene of the fire.
- 815.2.7 Reserve Officer: An employee or volunteer in criminal law enforcement engaged in emergency services, but does not include enforcement officers who are eligible for participation in the Washington law enforcement officers' and firefighters' retirement system or the Washington public employees' retirement system, with respect to periods of service rendered in such capacity.

- 815.3 Should an employee who is a volunteer firefighter, reserve officer, or civil air patrol member believe he/she was disciplined in violation of RCW 49.12.460, he/she is encouraged to contact Human Resources.

816 – Bereavement Leave

- 816.1 Full-time and Part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible for up to twenty-four (24) hours of paid Bereavement Leave when a death occurs in the family. The amount of pay employees will receive when on Bereavement Leave will be based upon the amount of regular hours scheduled to work. Overtime hours will not be included in the calculation.
- 816.2 For Bereavement Leave, family is defined as: the employee's spouse, sibling, parent, child/stepchild, in-law, or any other relative or member living in the employee's household.
- 816.3 Bereavement Leave may be taken in as small of increments as necessary (no less than ½ hour); employees are asked to please exercise good judgment.
- 816.4 A Leave Request & Authorization Form must be submitted for Bereavement Leave.
- 816.5 Bereavement Leave may be used in the case of loss of a family member. Earned annual leave, compensatory time or sick leave, at the employee's option, may be used for approved additional days for bereavement.

817 – Paid Holidays

- 817.1 Specifics: Grant County authorizes eligible employees paid holidays as a benefit of their employment.
- 817.2 Holiday Pay
- 817.2.1 Exempt employees do not receive extra pay for holidays. During any workweek in which a holiday occurs, exempt employees are required to account for a forty (40) hour workweek with any combination of hours worked, leave (including exempt leave) and holiday hours. (Exempt employees essentially adjust their schedules during a holiday week.)
- (a) The schedule adjustment should occur in the same week as the holiday.
- 817.2.2 Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible for paid holidays immediately upon hire. There are eleven (11)

paid holidays per year or a total of eighty-eight (88) paid holiday hours per year.

- (a) Holidays for full-time employees are paid at the rate of eight (8) hours per holiday. Holidays for part-time employees are paid on a prorated basis, depending on the number of hours regularly scheduled to work. For example, an employee who is regularly scheduled to work twenty (20) hours per week receives four (4) hours' holiday pay instead of eight (8) hours.
 - (1) If a holiday falls on a part-time employee's regularly scheduled day of work, the employee must use annual leave in addition to the prorated holiday hours to supplement the full day's pay. For example, an employee who is regularly scheduled to work thirty (30) hours per week (75%) and whose regular schedule is three (3) ten (10) hour days (M-W) receives six (6) hours' holiday pay (75%) if the holiday falls on Monday, Tuesday, or Wednesday and must use four (4) hours' annual leave.
 - (2) If a holiday falls on a part-time employee's regularly scheduled day off, the employee will receive the prorated amount of holiday pay. For example, an employee who is regularly scheduled to work thirty (30) hours per week and whose regular schedule is three (3) ten (10) hour days (M-W) receives (6) hours' holiday pay if the holiday falls on Thursday or Friday.
- (b) Paid holidays for full-time employees who work extended shifts (ten (10) hour or twelve (12) hour shifts) during any week in which a designated holiday occurs, are at the rate of eight (8) hours per holiday.
 - (1) For full-time employees who work extended shifts, the employee must use annual leave in addition to holiday hours for a full day's pay. For example, an employee who is regularly scheduled to work four (4) ten (10) hour shifts (M-Th), receives eight (8) hours' holiday pay if the holiday falls on Monday, Tuesday, Wednesday or Thursday and must use two (2) hours' annual leave.
 - (2) For full-time employees who work extended shifts, the employee will receive eight (8) hours of holiday pay when the holiday falls on their regularly scheduled day off. For example, an employee who

is regularly scheduled to work four (4) ten (10) hour shifts (M-Th), receives eight (8) hours of holiday pay, if the holiday falls on Friday.

- (3) Full-time employees who work extended shifts may, at the supervisor's discretion or approval, temporarily revert to five (5) eight (8) hour shifts for any week in which a designated holiday occurs. In these instances, A1.c(1) and A.1.c(2) do not apply.
- (c) Overtime hours are not included in the calculation of holiday pay.
- (d) Full-time and part-time employees scheduled to work on a designated holiday will receive holiday pay at one and one-half (1-1/2) of their regular rate of pay for hours actually worked plus their regular rate of pay for eight (8) hours or a pro-rated amount of hours for part-time employees.
- (e) If a holiday occurs during scheduled annual leave, the employee will receive holiday pay rather than use annual leave on that particular day.
- (f) Holiday pay shall not be paid prior to occurrence of holiday.
- (g) Holiday pay shall not be transferred to another employee.
- (h) Employees who separate from grant County employment will not be paid for holidays which occur after the separation date.

817.3 Designated Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas (varies each year)

- 817.3.1 If any of the above holidays fall on a weekend, the Friday before or Monday after will generally be observed, as designated by the County at the beginning of each year.
- 817.3.2 Holidays for full-time and part-time employees assigned to shift work outside a normal Monday – Friday, 8:00 a.m. – 5:00 p.m. shift, may not necessarily be on the actual date of the designated holiday, as determined by the Department Head or Elected Official.
- 817.3.3 Designated holidays may not be exchanged.

818 – Unpaid Holidays For Reasons of Faith or Conscience

- 818.1 Employees are eligible for up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
- 818.2 The employee may request the days on which he or she desires to take the two unpaid holidays. The employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" will only be applied in instances in which Grant County would experience significant difficulty or expense.
- 818.3 The employee will submit a written request for an unpaid holiday provided for by this policy to his or her supervisor a minimum of two weeks prior to the requested day(s). Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship".
- 818.4 The two unpaid holidays allowed by this policy must be taken during the calendar year, if at all; they do not carry over from one year to the next.

819 – Leave-of-Absence for Part-Time and Temporary Employees

Unless otherwise specified above, temporary and seasonal employees are not eligible for leaves-of-absence. Part-time employees are generally eligible for pro-rated leaves-of-absence.