

# RESOLUTION NO. 1480

## A RESOLUTION AMENDING AND RESTATING THE ATTENDANCE INCENTIVE PROGRAM ON PAID LEAVE

WHEREAS the Port Commissioners desire to modify the Attendance Incentive Program on Paid Leave and restate the policy in full; NOW THEREFORE,

BE IT RESOLVED THAT the following Attendance Incentive Program on Paid Leave becomes policy for the Port of Pasco.

### VACATION SELL-BACK

Any employee with at least 5 years of service and who has at least 120 hours of accrued vacation on the books as of December 15 of any year may choose to sell back either 40 hours or 80 hours of leave at the current rate of pay at the Port in lieu of taking vacation. The five year service period may be waived at the discretion at the Executive Director. This must be communicated to the Executive Director, after approval of their immediate supervisor, in writing by December 28 of that year and will be processed in the pay period ending December 31, to be paid on January 5. This election can only be made at year end, and only in the amount of 40 or 80 hours.

### ATTENDANCE INCENTIVE PROGRAM SICK LEAVE BUY BACK

An attendance incentive program is established for all eligible employees.

In January of the year following any year in which a minimum of 60 days (480 hours) of sick leave is accrued, and each January thereafter, any eligible employee may receive remuneration for unused sick leave accumulated in the previous year at a rate equal to one day's (8 hours) monetary compensation of the employee for each four days (32 hours) of accrued sick leave in excess of 60 days (480 hours), or receive vacation hours at the same ratio of conversion. Sick leave for which compensation has been received shall be deducted from accrued sick leave at a rate of four days (32 hours) for every one day's (8 hours) monetary compensation, or additional vacation.

### SICK LEAVE UPON SEPARATION OF SERVICE

At the time of separation from employment, any unused sick leave shall be forfeited and will not be paid as separation pay, unless separation is due to voluntary resignation, death or retirement, in which case, the employee, or the employee's beneficiary shall be paid twenty-five percent (25%) of the accumulated sick leave at employee's last permanent rate of pay.


### ACCUMULATED UNUSED SICK LEAVE


Employees accumulate sick leave at the rate specified in the Port of Pasco Personnel Policy 310, Benefits; and, there is no limit to the amount of sick leave an employee may accumulate.

This Resolution shall supersede and modify Resolutions No. 936, 974, 1022, and 1355, and shall be effective on the date this Resolution is adopted set forth below.

ADOPTED this 8<sup>th</sup> day of March 2018.

### PORT OF PASCO COMMISSION

  
Jean Ryckman, President

  
James T. Klindworth, Vice-President

  
Vicki Gordon, Secretary