

CITY OF TUMWATER  
POLICY MANUAL - PART 1: PERSONNEL POLICIES

SECTION 6  
BENEFITS

6.12 Worker's Compensation

6.12.01 Absence for on-the-job injury covered by Worker's Compensation will be charged to sick leave the day of the injury and up to three days thereafter, unless such employee is disabled for 14 days or more. In such case, no sick leave will be charged for the time compensated by Worker's Compensation.

6.12.02 An employee receiving sick leave with pay and simultaneously receiving compensation under the Worker's Compensation Law will receive for the duration of such sick leave only that portion of the employee's regular salary which, together with such compensation, equals the regular salary.

6.13 Bereavement Leave

6.13.01 In the event of death in the immediate family, or aunt, uncle, niece, nephew, father-in-law, mother-in-law, son-in-law or daughter-in-law, of an employee, up to 24 hours paid leave may be approved by the department manager, for a non-represented employee to attend to family matters and the funeral. An additional 16 hours of sick leave may be approved by the City Administrator for travel time.

6.13.02 Up to four (4) hours paid leave will be allowed to attend the funeral of a close friend or other relative.

6.14 Military Leave

An employee who works an average of 20 or more hours per week and who is a member of an organized unit of the United States military reserve or Washington National Guard shall be granted up to 21 days leave with pay during each year beginning October 1<sup>st</sup> and ending the following September 30<sup>th</sup> so that the employee may report for active duty, when called, or take part in active training duty in such manner and at such time as the employee may be ordered to active duty or active training duty. Any authorized leave in excess of 21 calendar days will be charged pursuant to other applicable federal and state laws or to leave without pay or annual leave at the option of the employee.

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6.15 Military Family Leave

- 6.15.01 During a period of military conflict, an employee who works an average of 20 or more hours per week is entitled to leave under this section when a spouse or domestic partner who is a member of the armed forces of the United States, national guard, or reserves has been notified of an impending call or order to active duty or has been deployed.
- (a) “Period of Military Conflict” means a period of war declared by the United States Congress, declared by executive order of the president, or in which a member of a reserve component of the armed forces is ordered to active duty pursuant to either sections 12301 and 12302 of Title 10 of the United States Code or Title 32 of the United States Code.
- 6.15.02 The employee shall be granted a total of 15 days of unpaid leave per deployment after the military spouse or domestic partner has been notified of an impending call or order to active duty and before deployment or when the military spouse or domestic partner is on leave from deployment.
- 6.15.03 An employee returning from military family leave shall be restored to a position of employment in the same manner as an employee returning after Family and Medical Leave pursuant to 6.09 of the city’s personnel policies. Benefits during this period of unpaid leave will be subject to the city’s qualification for benefits rule in 5.03.03 of the personnel policies. An employee may continue benefits in the same manner as an employee on Family and Medical Leave.
- 6.15.04 An employee who seeks to take leave under this chapter must provide the City with notice, within 5 business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, of the employee’s intention to take leave under this chapter.

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6.15.05 An employee who takes leave under this section may elect to substitute any of the accrued leave to which the employee may be entitled for any part of the leave under this section.

6.16 Jury Duty

A regular status employee summoned for jury duty is granted leave for such duty with city payment of his normal city salary. The employee's department manager is to be informed immediately by the employee upon receipt of a summons for jury duty.

6.17 Leave Without Pay (Leave of Absence)

6.17.01 Leave without pay may be allowed when such leave will not operate to the detriment of the city.

6.17.02 Leave without pay may be authorized for any reasons applicable to:

- a) Leave with pay.
- b) Educational leave.
- c) Adoptive/Paternity Leave.
- d) Leaves granted for government service in the public interest upon specific request of any employee.
- e) Medical Leave or Family Medical Leave
- f) Military Leave

6.17.03 The Department Manager has the authority to approve or deny a request for leave without pay for up to one scheduled working day per pay period. Such requests must be infrequent and must meet the other criteria outlined in this policy.

6.17.04 Exempt employees are only eligible for leave without pay for periods of time equaling or exceeding 40 hours per week.