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Issued By: Eron Berg, City Supervisor
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Policy ___ Executive Leave

- A. The City of Sedro-Woolley recognizes that employees who are exempt for purposes of overtime pay often put in hours that extend beyond the standard workweek, without additional compensation, to meet the demands of their position. While incidental extra work time is an expected component of these positions, the City acknowledges that occasionally the demands are extraordinary. As an equitable measure, the City allows certain exempt employees to accrue and use compensatory time on an hour for hour basis and other exempt employees are provided with annual paid "Executive Leave," in the amount of eighty (80) hours per year.
1. Executive Leave. Executive leave in the amount of eighty (80) hours per year is provided to department head level and above (i.e., finance director, planning director, public works director, police chief, fire chief, city attorney, city supervisor) employees subject to the following:
 - a. Executive Leave is made available in a block amount January 1st of each year;
 - b. Executive Leave may not carry over from year to year and may not be cashed out if unused;
 - c. Use of Executive Leave is subject to pre-approval of the employee's supervisor;
 - d. Executive Leave is to be used in four (4) hour increments, but no more than twenty four (24) hours of Executive Leave may be used at a time;
 - e. Use of Executive Leave is to be designated as such on the Payroll Time Sheet and any applicable approval attached to the timesheet; and
 - f. Any employee with a similar or substantially similar leave provision, including a provision that allows for any compensatory time, in an employment contract is ineligible to receive additional leave by virtue of this policy.
 2. Compensatory Time. Compensatory time is available to those exempt employees who are ineligible for Executive Leave (i.e., police lieutenant, assistant engineer, associate/senior planner, building inspector) on an hour for hour basis, subject to pre-approval by the employee's supervisor and subject to the following:
 - a. Compensatory Time may not accrue until the employee has actually worked more than forty (40) hours in a workweek;
 - b. Compensatory Time may not accrue to more than twenty four (24) hours at any given time, provided, that on a case-by-case basis, in unusual circumstances to fit a particular defined project, the City Supervisor may authorize an increase in the maximum accrual to one hundred (100) hours for a defined period of time;
 - c. Compensatory Time may not carry over from year to year and may not be cashed out if unused;
 - d. Use of Compensatory Time is subject to pre-approval of the employee's supervisor;
 - e. Use of Compensatory Time is to be designated as such on the Payroll Time Sheet and the applicable approval attached to the timesheet; and

- f. Compensatory Time is not available to those employees whose job descriptions exempt them from this policy (i.e., assistant fire chief).
- B. This policy is subject to annual review by the Mayor and may be modified or eliminated to meet the needs of the City at any time.