

**SNOHOMISH COUNTY FIRE DISTRICT #7**

**RESOLUTION #2019-15**

**A RESOLUTION TO ESTABLISH PROFESSIONAL LEAVE FOR EXEMPT LEVEL EMPLOYEES**

**WHEREAS**, it is recognized that exempt employees work additional hours beyond the standard work week; and

**WHEREAS**, exempt employees are not eligible for overtime for those additional hours as established by state and federal law; and

**WHEREAS**, all employees are expected to keep standard office hours to maintain smooth business operations of the district and are accountable to the public they serve, and the District is intent on monitoring that;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. Senior management level exempt employees, with employment contracts, shall be granted a total of 80 hours of professional leave each calendar year. The leave helps the District maintain competitive benefits with the market and recognizes the additional work hours exempt employees regularly work above and beyond the standard work week.
2. All other professional level exempt employees shall be granted a total of 40 hours of professional leave each calendar year. The leave helps the District maintain competitive benefits with the market and recognizes the additional work hours exempt employees regularly work above and beyond the standard work week.
3. Professional leave is intended to be used for occasional paid days off without reducing an employee's accrued vacation.
4. Professional leave shall have no cash value.
5. Any professional leave not used during the course of a calendar year lapses on December 31<sup>st</sup>.
6. Unused professional leave is not compensable upon separation of employment.
7. Professional leave must be approved by the employee's supervisor consistent with vacation leave procedures and demands of the District.
8. Professional leave may not be used to substitute for sick leave unless all sick leave has been utilized.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS 22<sup>ND</sup> DAY OF AUGUST, 2019.**

  
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Randy Fay, Commissioner

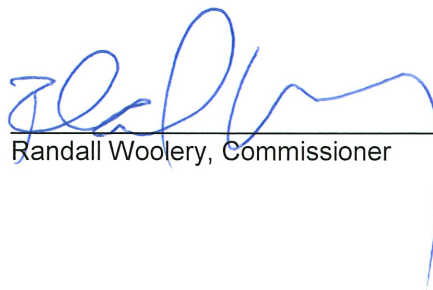
  
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Jeff Schaub, Commissioner

  
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Roy Waugh, Commissioner

  
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Leslie Jo Wells, Commissioner



William Snyder, Commissioner



Randall Woolery, Commissioner

ATTEST:



District Secretary