

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 184 - 2022**

*A resolution amending the Exempt Leave Policy*

**WHEREAS**, Okanogan County Commissioners adopted Resolution 5-2019 establishing an Exempt Leave policy; and

**WHEREAS**, the Board of County Commissioners desire the Exempt Leave Policy to more closely align with that of the Non-Bargaining employees annual leave provisions; and

**WHEREAS**, the Non-Bargaining employees annual leave provisions Section 7.5.4 and Section 7.5.5 of the Okanogan County Personnel Manual allows for carry over of up to 240 hours of annual leave per year and cash out of annual leave upon separation up to 240 hours; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners does hereby approve the Okanogan County Personnel Manual leave provisions for exempt employees as Attachment A fastened hereto.

**BE IT FURTHER RESOLVED**, that all exempt employees as of December 31, 2022 will be front loaded six (6) months of annual leave based on longevity in Attachment B (front loaded leave will not be eligible for cash out, but may be carried over). Exempt employees will accrue annual leave starting January 1, 2023 based on longevity in Attachment B.

**DATED** at Okanogan, Washington this 29 day of November , 2022.



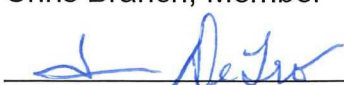
**ATTEST**

  
Lalena Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Andy Hover, Chairman

  
Chris Branch, Member

  
Jim DeTro, Member

## **Attachment A**

### **7.5.4 Accumulation of Annual Leave**

Annual leave is accumulative to a total of 240 hours (30) working days. An employee with 240 hours of accumulated annual leave may take currently accrued annual leave; however, annual leave in excess of 240 hours must be used by December 31 of any given year. Only 240 hours of annual leave shall be carried over to the following year. Hours in excess of 240 hours shall be lost. No employee may have more than 240 hours of accumulated annual leave at retirement. In the case of a transfer between departments, the employee is paid for annual leave accumulated at the time of the transfer and then may elect to buy back part or all of annual leave at the same rate of pay as the leave was originally accrued

### **7.5.5 Terminal Pay of Accrued Annual Leave**

Subject to the limitation of accumulation of annual leave set forth in Section 7.5.4 above, all accumulated annual leave shall be paid to an employee when the employee leaves the employment of Okanogan County. In conformance with RCW 41.50.150, for retirement purposes, annual leave pay off shall be limited to 240 hours.

## Attachment B

### Non-Bargaining Leave Accrual Schedule

Months of Continuous Service	Years	Hours Earned per Month	Hours Earned Per Year	Days Earned Per Year
0-12	1	8.00	96	12
13-24	2	8.66	104	13
25-60	3	9.32	112	14
61 - 84	5	10.00	120	15
85 - 120	7	10.64	128	16
121 - 180	10	12.00	144	18
181 - 240	15	13.32	160	20
241 - 300	20	15.32	184	23
301 +	over 25	16.00	192	24