

SPOKANE COUNTY FIRE DISTRICT 8

Policy

P10.07.09
Personal Leave Accrual
&
Personal Leave Request



Adopted: 10/19/2014

Board Chair:

Commissioner:

Commissioner:

Policy: Personal Leave Accrual & Personal Leave Request

1. Personal Leave Accrual.
 - a) It is the policy of Spokane County Fire District 8 to allow their regular, full time, fully compensated employees to receive vacation, sick and holiday time. The Human Resource contact will be the Administrative Assistant who will keep documentation on the accrual and use of vacation, sick and holiday time according to state or federal law. The holiday schedule shall follow the state schedule as set forth in RCW 1.16.050.

2. Personal Leave Request.
 - a) It is the policy of Spokane County Fire Protection District 8 to authorize the Fire Chief to approve requests for administrative, military, jury duty, bereavement, extended sick, or other leave.