

**CITY OF WASILLA  
ORDINANCE SERIAL NO. 05-41**

**AN ORDINANCE OF THE WASILLA CITY COUNCIL AMENDING WMC 3.65.020.M DONATION OF PTO TO OTHER EMPLOYEES; AND WMC 3.65.070.A LEAVE WITHOUT PAY TO PROVIDE THAT DONATIONS OF PTO OR BANKED SICK LEAVE, OR LEAVE WITHOUT PAY SHALL RUN CONCURRENTLY WITH AND SHALL NOT AUGMENT ANY OTHER PERIOD OF UNPAID LEAVE TO WHICH THE EMPLOYEE IS ENTITLED.**

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WHEREAS, the City wishes to clarify that donations of paid time off ("PTO") or banked sick leave shall be deemed to run concurrently with, and shall not be deemed to increase or otherwise augment any period of unpaid leave to which the employee is otherwise entitled; and

WHEREAS, the City wishes to clarify that leave without pay authorized by the Mayor upon recommendation of an employee's Department Head shall be deemed to run concurrently with, and shall not increase or otherwise augment any other period of unpaid leave to which the employee is otherwise entitled.

\* **Section 1. Classification.** This ordinance is of a general and permanent nature and shall become part of the city code.

\* **Section 2. Amendment of section.** WMC Section 3.65.020.M, Coverage, use, accrual, and other aspects of PTO, is amended as follows:

M. Donation of PTO to other Employees. Employees may donate PTO to a fellow employee if approved by the Mayor. Requests for permission to donate PTO shall be approved only in the most serious cases such as probability of death, lingering

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or incurable illness, extended recovery or some truly exceptional emergency. A donation of PTO or banked sick leave shall be deemed to run concurrently with, and shall not augment any period of unpaid leave to which the employee may otherwise be entitled.

\* **Section 3. Amendment of section.** WMC Section 3.65.070.A, Leave Without Pay, is amended as follows:

A. Leave without pay not authorized by other sections of these Rules may be granted to any employee by the Mayor upon recommendation of the employee's Department Head. Each request for such leave will be considered in light of the circumstances involved and in regard to the needs of the City. Leave without pay may be granted to an employee after all PTO earned by the employee has been exhausted. Upon approval, leave without pay shall be deemed to run concurrently with, and shall not augment any other period of unpaid leave to which the employee may otherwise be entitled. During leave without pay, the employee on leave may be covered by the employer's group health, accident and life insurance policies for a period not to exceed six months, provided the premiums are paid by the employee in advance of the City's payroll date for premiums withholding.

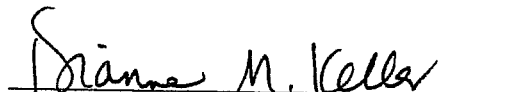
\* **Section 4. Effective date.** This ordinance shall take effect upon adoption of the Wasilla City Council.

ADOPTED by the Wasilla City Council on June 27, 2005.

ATTEST:



KRISTIE SMITHERS, MMC  
City Clerk

  
DIANNE M. KELLER, Mayor

[SEAL]

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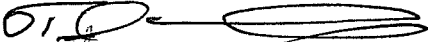
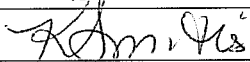
**CITY OF WASILLA  
LEGISLATION STAFF REPORT**

**RE: ORDINANCE SERIAL NO. 05-41: AMENDING WMC TITLE 3, PERSONNEL.**

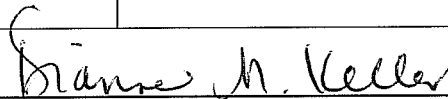
Agenda of: June 13, 2005

Date: June 2, 2005

Originator: Ted Leonard, Director of Finance and Administrative Services.

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	
X	Clerk	

**REVIEWED BY MAYOR DIANNE M. KELLER:**



**FISCAL IMPACT:**  yes\$ or  no

Funds Available  yes  no

Account name/number:

Attachments:

**SUMMARY STATEMENT:** This ordinance is amending WMC 3.65.020.M and 3.65.070.A to provide that donations of PTO or Banked Sick Leave, or Leave Without Pay shall run concurrently with and shall not augment any other period of unpaid leave to which the employee is entitled. The amendment will allow the City to ensure that a position will not be left open indefinitely by an employee using donated leave or approved unpaid leave.