



Municipality of Skagway

MEMO

TO:	Health, Education, and Welfare Committee
FROM:	Emily Deach, Deputy Borough Manager
DATE:	May 13, 2024
SUBJECT:	Proposed Amendments to Personnel Policy: Paid Family Leave Benefits

Included in your packet is a draft resolution amending the personnel policy regarding paid family leave benefits. This draft has been reviewed by the attorney and department heads, and their proposed changes are incorporated. **Administration respectfully requests that the HEW Committee adopt a motion to propose the draft resolution to the Assembly for consideration.**

The proposed changes do not necessitate a budget amendment. From the Treasurer: “We budget 2,080 hours for all year-round staff. If some of those hours are paid FMLA, it doesn’t increase the number of hours paid, unless another person is hired temporarily to cover that position during the leave. If current staff is shifting their schedules to cover the leave there could be some additional overtime, but it won’t be the full time paid for FMLA.” In other words, the base cost of salaries remains the same, regardless of whether we are paying regular salaries or paying for vacation, sick, or family leave. Additional costs could only be incurred if additional labor is needed to cover for an employee on leave.

Staff conducted additional research on paid family leave across the nation, and the following document was helpful: [Paid Family and Medical Leave in the United States](#). In lieu of paid family leave, some employers have offered programs such as short-term disability insurance and family leave insurance. The Municipality’s existing insurance plan does not offer short-term disability insurance.