

DRAFT

Proposed by:	Health, Education, & Welfare Committee		
Attorney Review:	05/11/2024		
Dept. Head Review:	05/13/2024		
Vote:	<input type="checkbox"/> Aye	<input type="checkbox"/> Nay	<input type="checkbox"/> Absent

**MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 24-XXR**

**A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE PERSONNEL POLICY
CHAPTER 7 REGARDING PAID FAMILY LEAVE BENEFITS.**

WHEREAS, pursuant to Resolution No. 21-31R, the Borough Assembly provides two weeks (80 hours) of paid family leave to municipal employees; and

WHEREAS, the average recovery time for childbirth or serious illness is between six and 26 weeks; and

WHEREAS, other Alaskan communities have amended their personnel policies to provide paid family leave to municipal employees as follows: Anchorage, four weeks (160 hours); Soldotna, six weeks (240 hours); and Juneau, six weeks (240 hours); and

WHEREAS, providing a paid family leave benefit facilitates effective recruitment and retention at the Municipality of Skagway; and

WHEREAS, benefits of expanded access to paid family leave include stronger labor force attachment, greater income stability, and improvements to worker morale, job tenure, and family well-being¹; and

WHEREAS, expanding paid family leave benefits does not directly affect the municipal budget, which budgets for 2,080 hours of pay for each employee at their respective rates of pay, regardless of whether it is paid out as regular pay, vacation pay, sick leave, or paid family leave; and

WHEREAS, additional costs may be incurred if other employees utilize overtime to complete work on behalf of the employee on leave, or if the Municipality needs to hire temporary workers; however, many municipal employees are able to utilize a hybrid of virtual work and paid leave while recovering; and

WHEREAS, ~~strike through~~ indicates text deleted and underline indicates text added to current regulations; and

WHEREAS, the personnel policy is amended by resolution;

NOW THEREFORE BE IT RESOLVED, that Chapter 7, "Leave Benefits and Regulation" of the personnel policy is amended to read:

¹ Congressional Research Service. "[Paid Family and Medical Leave in the United States](#)," September 25, 2023.

7.6 Family Leave

(d) Family Leave Benefits provide the following:

- (1) Paid Family Leave is available to mothers and fathers for the birth of the employee's child or the placement of a child with the employee for adoption or foster care; or for the care of an employee or an employee's family member with a serious health condition; without regard to the marital status or sexual orientation of the employee. For the purposes of this section, "family member" shall mean a husband, wife, domestic partner, child, or parent. For the purposes of this section, "domestic partner" shall mean two people who live together long-term and share a domestic life but are not married or joined by a civil union.
- (2) All employees that qualify for FMLA leave, as well as those employees with domestic partners who otherwise qualify for FMLA leave, can utilize Paid Family Leave as allowed in this section, ~~except~~ including those employees whose terms and conditions of employment with the Municipality are negotiated through a contract or agreement, if specified in the contract or agreement.
- (3) The Paid Family Leave Benefit is up to ~~10~~ 30 working days for a maximum of ~~80~~ 240 hours (~~two~~ six weeks) for employees scheduled to work 40 or more hours per work week. If both parents of a child covered under this policy are municipal employees, or if two employees will utilize family leave for the same family member, each employee may utilize this benefit up to a total of ~~80~~ 240 hours.
- (4) Paid Family Leave must be taken within the FMLA period associated with the date of the birth or placement of a child for adoption or foster care, or within the FMLA period associated with the dates of the serious health condition.
- (5) Employees are not entitled to take Paid Family Leave intermittently.
- (6) Accrued sick leave ~~and vacation leave~~ must be fully used by the employee prior to utilizing the Paid Family Leave benefit.
- (7) Employees must have been employed for twelve months as of the first day of utilization of the Family Leave benefit to be eligible for the Paid Family Leave benefit. This 12-month period ~~does not~~ includes probationary periods.
- (8) Employees must have worked at least 1,250 hours in the preceding twelve months before the first day of the utilization of the Family Leave benefit to be eligible for the Paid Family Leave benefit. This 12-month period ~~does not~~ includes probationary periods.
- (9) The Paid Family Leave benefit may only be utilized once every ~~two~~ calendar years.
- (10) Paid Family Leave benefits must be approved by the department director and the borough manager prior to being utilized.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this ___ day of _____, 2024.

Sam Bass, Mayor

ATTEST:

Steve Burnham, Jr., Municipal Clerk

(SEAL)