

**TOWN OF BARTONVILLE, TEXAS
RESOLUTION 2023-XX**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, DENTON COUNTY, TEXAS, AMENDING THE PERSONNEL AND ADMINISTRATIVE REGULATIONS MANUAL (PARM), CHAPTER 5, "LEAVE" BY REMOVING SUBSECTION 5.01(E), HOLIDAY PAY ACCUMULATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the town of Bartonville desires to adopt certain policies regulating personnel and administrative regulations; and

WHEREAS, the Town Council of the Town of Bartonville, by Resolution 2015-07, adopted the Personnel and Administrative Regulations Manual for the Town of Bartonville; and

WHEREAS, the Town Council finds that it is in the best interest of the Town to adopt the amendment to Chapter 5, Leave, Section 5.01.

THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1

The foregoing recital is hereby found to be true and correct legislative findings of the Town of Bartonville, Texas, and are fully incorporated into the body of the Resolution.

SECTION 2

The Town Council of the Town of Bartonville, Texas does amend Chapter 5, Leave, Section 5.01 of the Personnel and Administrative Regulations Manual for the Town of Bartonville, by removing Subsection (E), and re-lettering the remaining subsections accordingly.

SECTION 3

A new Chapter 5, Leave, Section 5.01 is attached hereto and incorporated herein as Exhibit "A" and incorporated by reference and its terms and conditions are authorized effected immediately upon adoption by the Town Council of the Town of Bartonville.

PASSED AND APPROVED this the 21st day of November 2023.

APPROVED:

ATTEST:

Jaclyn Carrington, Mayor

Shannon Montgomery, TRMC, Town Secretary

Exhibit A

Chapter 5. Leave

5.01 Holidays

- A. Paid holidays are extended to full time employees
- B. The following official holidays shall be observed:
 - 1. New Years Day January 1
 - 2. Martin Luther King, Jr. Day
 - 3. Presidents Day
 - 4. Good Friday
 - 5. Memorial Day (last Monday in May)
 - 6. Independence Day (July 4th)
 - 7. Labor Day (first Monday in September)
 - 8. Columbus Day (second Monday in October)
 - 9. Veterans Day
 - 10. Thanksgiving Day (fourth Thursday in November)
 - 11. Day after Thanksgiving (Friday after Thanksgiving)
 - 12. Christmas Eve (December 24th)
 - 13. Christmas Day (December 25th)
- C. When an official holiday occurs on a weekend, the following alternative schedule applies:
 - a. A holiday which occurs on a Saturday shall be taken on the Friday before the Holiday; and
 - b. A holiday which occurs on a Sunday shall be taken on the Monday after the holiday.
- D. An employee shall receive holiday pay equivalent to a standard eight (8) hour workday.
- E. An employee who abandons his/her job as defined in Section 6.04.C, shall be ineligible for payment of accumulated holiday leave.
- F. An employee shall not receive pay for a holiday if he/she is:
 - a. Absent without prior approval either the day before or the day following an official holiday.
- G. An official holiday occurring while any eligible leave is being taken shall be reflected as a holiday for payroll purposes and no deduction from such leave balance shall be made for the holiday.
- H. Employees wishing to observe religious or other holidays not listed herein shall at their option be given time off without pay or have the time changed to vacation, compensatory, holiday leave, if available.