

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R2024-02-1172**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 3, TITLED “LEAVE”, BY ADDING A NEW SECTION 3.14 TITLED “CATASTROPHIC LEAVE” SETTING FORTH REQUIREMENTS FOR CATASTROPHIC LEAVE FOR FULL-TIME EMPLOYEES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hutchins (the “City) realizes that employees who have exhausted their sick leave may continue to miss work due to a prolonged illness or injury (including that of an eligible family member) causing them to face financial hardships, the City shall incorporate a Catastrophic Leave bank for employees who have exhausted all leave due to a catastrophic illness/injury; and

WHEREAS, the City Council has received a recommendation from the Director of Human Resources to amend the City of Hutchins Personnel Manual, by adding the new “Catastrophic Leave” policy as set forth in Exhibit “A” attached hereto and incorporated herein; and

WHEREAS, upon full review and consideration of the recommendation from the Director of Human Resources, the City Council approves amending the City of Hutchins Personnel Manual by adding the new Catastrophic Leave policy attached hereto as Exhibit “A” that sets forth requirements for full-time employees to use sick leave donations from an established bank for a catastrophic illness/injury when all of their leave has been exhausted; then

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, THAT:

SECTION 1. That the City Council hereby approves amending the City of Hutchins Personnel Manual, by amending Chapter 3, titled “Leave”, by adding Section 3.14 titled “Catastrophic Leave”, as set forth in Exhibit “A” attached hereto and incorporated herein.

SECTION 2. This Resolution shall become effective on February 19, 2024.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas on the 19th day of February 2024.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary

EXHIBIT A
Personnel Manual Amendment – Catastrophic Leave