

Leave

622.1 PURPOSE AND SCOPE

Agency Content

This policy provides general guidance regarding the use and processing of general leave time.

Sick leave is addressed in the Sick Leave policy.

622.2 POLICY

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It is the policy of the city to provide eligible employees with leave benefits.

622.3 VACATION (ANNUAL LEAVE)

Agency Content

- (a) The City Manager and the Department Head must grant the approval of all requests for vacation. Vacation time to be valid and will be credited to eligible employees at the rate of five-sixths of a day for each month of service to be credited and used the following fiscal year.
 - 1. **EXAMPLE:** An employee who begins employment in April will have six months credit on September 30. The employee has earned five days [6 x 5/6 days per month] which can be taken, with Department Head approval, at any time during the following Fiscal Year [October 1 through September 30]. After this initial adjustment to the Fiscal Year, an employee will receive credit for vacation days earned as per G below. These may be taken any time during the following Fiscal Year.
- (b) Department Heads will arrange vacation schedules and reallocate duties to minimize interference with the normal function and operation of their organizations. Vacation shall be scheduled where possible in order of seniority within a given department. Department Heads or the City Manager has the right to deny, postpone, or cancel employee vacation or business-related reasons.
- (c) Vacation time is not to be cumulative from one year to another. The Department Head must approve the time an employee takes his vacation. Note: Under serious conditions and only by special City Council approval, vacation time may be permitted to accumulate to the following fiscal year.
- (d) Official holidays occurring during a vacation period shall be accorded the employee, thus replacing the hours of vacation leave.
- (e) An employee under suspension shall not be eligible to take any leave during such suspension.
- (f) An employee shall receive credit for a full month of service if hired on or prior to the 15th day of the month. An employee shall receive credit for a full month of service if terminated on or after the 16th day of the month.

Leave

(g) Each employee will be entitled to ten days' vacation after the initial adjustment year. Employees will earn vacation according to the following schedule:

(h)	Year	Vacation Hours Earned	Year	Vacation Hours Earned
	1	80	6	88
	2	80	7	96
	3	80	8	104
	4	80	9	112
	5	80	10	120

(i) 120 hours is the maximum amount of vacation that can be earned.

(j) Vacation may be taken in hourly increments per day. All vacation pay will be straight time.

622.4 LEAVE OF ABSENCE

Agency Content

Leave of absence without pay may be granted to regular employees. Requests for such leave shall be in writing and submitted to the City Manager well in advance of the date the employee will commence such leave. The City Manager, or such appropriate official as he may designate, will have the sole authority to authorize such leave of absence. In no case shall such leave exceed 60 days.

622.5 EMERGENCY LEAVE

Agency Content

The Department Head may grant emergency leave to full-time employees in the case of death or serious illness. Up to five days can be granted in the death or serious illness of an immediate family member (father, mother, brother, sister, son, daughter, including in-laws). Up to three days can be granted in the death or serious illness of an extended family member (grandfather, grandmother, grandson, granddaughter, uncle, aunt, nephew, niece, first cousin, including in-laws). Death of others living in the same household will be considered on an individual case basis with the approval of the City Manager. If additional leave time is needed, sick leave, vacation leave or unpaid leave will be considered on an individual case basis with the approval of the City Manager.

622.6 MILITARY LEAVE

Agency Content

Military leave with pay will be granted as authorized by Texas Government code, Section 431.005, to all employees who are presently active or inactive members of the United States Reserves, excluding Merchant Marine, when ordered to engage duty for field training, encampment, field exercises, or instruction on scheduled work days.

Leave

Employees will be required to bring in military order documentation no later than twenty-four (24) hours after the employee receives the military orders. Copies will be kept in employee's personnel file regarding their duties and dates of such duties in order to be paid accordingly. If the employee cannot provide the City with military order documentation stating that he/she should report to a certain military facility for duty, physical exam, etc., then the employee will be paid under his/her own personal sick, annual, or compensatory time leave.

If granted military leave, this leave of absence shall be in addition to any other form of leave with pay to which the employee is normally entitled and shall not exceed fifteen (15) working days or days for which the employee would normally receive pay in any one federal fiscal year.

Employees who have exhausted all available paid leave may, at their option, use any other available paid leave time (i.e., vacation leave, sick leave)

622.7 OTHER FORMS OF LEAVE

Agency Content

Attendance of conferences, schools, etc., on the recommendation of Department Heads or on his own initiative, the City Manager may grant leave with pay, together with necessary travel and expense allowance, if deemed proper, in order to permit employees to attend conferences, schools, and similar events designed to improve their efficiency and considered as being beneficial to the interest of the City. Attendance of conferences or schools is to be limited to the financial provisions of each department for such training.

622.7.1 JURY AND COURT SERVICE

Agency Content

An employee who is legally summoned to serve on a jury or in court trials shall be permitted absence with pay by their Department Head for such duty.

622.8 HOLIDAYS

Agency Content

The City officially declares and designates the following holidays to be observed with pay by regular full-time employees, and subject to the provisions and limitations hereinafter set forth:

• New Years Day	January 1st
• Presidents Day	Third Monday in February
• Good Friday	Friday before Easter
• Memorial Day	Last Monday in May
• Independence Day	July 4th
• Labor Day	First Monday in September
• Columbus Day	Second Monday in October
• Veterans Day	November 11th

City of Los Fresnos
City of Los Fresnos Local Government Manual

Leave

• Thanksgiving Day	Fourth Thursday in November
• Day after Thanksgiving Day	Fourth Friday in November
• Christmas Eve	December 24th
• Christmas Day	December 25th

NOTE: Should the holiday fall on Saturday, it will be observed on Friday. Should the holiday fall on Sunday, it will be observed on Monday.