

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF DENTON ADOPTING POLICY NO. 107.03 “VACATION LEAVE” OF THE CITY OF DENTON POLICIES AND PROCEDURES; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, on August 21, 1984, the City Council initially approved a resolution adopting Administrative Policy No. 107.03 “Vacation Leave”; and

WHEREAS, this policy was last revised on January 27, 2021; and

WHEREAS, the City of Denton values the health and wellness of its employees and wishes to amend the policy to allow for new employees to use accrued vacation leave after being employed with the City of Denton for at least three (3) months; and

WHEREAS, staff developed revisions to the policy based upon a recommendation presented to City Council on March 22, 2022; and

WHEREAS, the City Manager recommends adoption of a revised policy and the City Council desires to adopt such policy; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The Policy Statement in “Policy No. 107.03 Vacation Leave”, which is incorporated in this section, is hereby adopted as an official policy of the City of Denton:

POLICY STATEMENT:

It is the policy of the City of Denton to provide paid vacation leave to all regular full-time and part-time employees. Vacation hours for eligible employees are accrued on a monthly basis.

An employee is not eligible to use vacation hours until they have completed three (3) full months of regular employment. Vacation hours may not be used in advance of the hours being accrued.

Pay in lieu of taking vacation is not permitted except upon termination. Only employees who have worked with the City for three (3) full months are entitled to be paid for vacation at termination.

The intent of this vacation benefit is to provide time away from the work to pursue activities that will promote well being and good physical, mental, and emotional health. In accordance with this provision, all full time regular employees will be required to take at least five (5) days of vacation per calendar year.

Non-Civil Service

Vacation leave for full-time non-Civil Service employees is accrued at the rate of ten (10) hours per month of continuous service. For part-time regular employees, vacation leave is accrued at the rate equivalent to the budgeted pay classification, with three-quarters (3/4) employees receiving seven and a half (7.5) hours per month of continuous service and for half-time (1/2) employees receiving five (5) hours per month of continuous service.

Upon completion of five (5) years of continuous service, each full-time regular employee shall receive an additional four (4) hours of vacation leave. For every year of continuous service thereafter, the employee receives an additional four (4) hours for successive years beyond the fifth anniversary. Part time employees (includes 1/2 and 3/4 time) are not eligible for additional vacation time.

Example:	Additional Hours:
5th Anniversary	4 Hours
6th Anniversary	8 Hours
7th Anniversary...	12 Hours...

The additional vacation hours accrue annually on the employee's anniversary date and are added to the existing vacation accrual in the timekeeping system. This annual accrual continues until regular full-time service with the City has ended.

Civil Service

Vacation accrual rates for Civil Service employees are covered in the Texas Local Government Code, Chapter 143.046. The following are vacation accrual rates for Civil Service employees:

- Full-time Police Civil Service employees accrue vacation leave at the rate of ten (10) hours per month of continuous service.
- Full-time Fire Civil Service employees working a 40-hour workweek accrue vacation leave at the rate of ten (10) hours per month of continuous service.
- Full-time Fire Civil Service employees working a 56-hour workweek accrue vacation leave at the rate of fifteen (15) hours per month of continuous service.

Upon completion of five (5) years of continuous service, each full-time Civil Service employee shall receive the following per year, and for every year of continuous service thereafter until regular full-time service with the City has ended. The additional vacation hours accrue annually on the employee's anniversary date and are added to the existing vacation accrual in the timekeeping system.

- Police, 4 hours per year
- Fire, 4 hours per year for all personnel working a 40-hour workweek
- Fire, 6 hours* per year for personnel working a 56-hour workweek

** [Proration based on twelve (12) hours equal one (1) day which is the calculation used to determine the hourly rate.]*

Carry Over Hours

An employee may accrue as many hours of vacation as they are eligible to accrue in a year with no restrictions on the number of unused vacation hours allowed to carry-over year to year; however, it is the employee's responsibility to manage the use and nonuse of their vacation leave effectively and take at least (5) days of vacation per year. The use of vacation leave cannot create an undue hardship on the department or result in a decreased service level.

Employees separating from the City may not use more than one week of vacation leave within two weeks before their separation date unless pre-approved by the Director of Human Resources or their designee.

SECTION 2. This Resolution only adopts and approves the “Policy Statement” portion of the Vacation Leave Policy included in No. 107.03 of the City of Denton Policies and Procedures Manual. The “Administrative Procedures” portion of the Vacation Leave Policy is not a policy of the City Council but rather an administrative procedure describing the means and methods by which City management implements the Vacation Leave Policy. The City Manager is authorized to amend and issue such administrative procedures and directives as deemed necessary to implement the Vacation Leave Policy related to personnel and internal operational matters.

SECTION 3. The attached policy shall be filed in the official records with the City Secretary.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

The motion to approve this Resolution was made by _____ and seconded by _____; the Resolution was passed and approved by the following vote [___ - ___]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Jesse Davis, District 3:	_____	_____	_____	_____
Alison Maguire, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Chris Watts, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the _____ day of _____, 2022.

GERARD HUDSPETH, MAYOR

ATTEST:
ROSA RIOS, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

BY: 