

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF DENTON ADOPTING POLICY NO. 111.06 “DEATH IN THE FAMILY 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. 111.06 “Death in the Family Leave”; and

WHEREAS, this policy was last revised on January 7, 2008; and

WHEREAS, the City of Denton values the health and wellness of its employees and wishes to amend the policy to provide up to three (3) days of paid leave for full-time employees for the death of a relative and provide up to five (5) days of paid leave to full-time employees for the death of a spouse, domestic partner, parent, or child; 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. 111.06 Death in the Family 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 leave to regular full-time employees in cases of death of family members, which may be referred to as “bereavement leave”, to allow time for the employee to attend to the needs of the situation. Uses of this leave may include making funeral arrangements and attending funeral services, including travel time.

While there is no accrual of bereavement leave, each regular full-time employee will be eligible for up to three (3) paid working days of bereavement leave per occurrence of the death of a relative.

Up to five (5) paid working days of bereavement leave may be provided per occurrence for the death of a child, parent, or spouse (defined by the Family and Medical Leave Act as an immediate family member) or a domestic partner (defined as an unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage).

For the purposes of this policy, “day” will be considered an employee’s regularly scheduled work period (*e.g.*, 8 hour shift = 8 hours; 10 hour shift = 10 hours; 12 hours shift = 12 hours),

except for firefighters working a 56-hour workweek. For firefighters working a 56-hour workweek, a “day” shall be considered 12 hours.

SECTION 2. This Resolution only adopts and approves the “Policy Statement” portion of the Death in the Family Leave Policy included in No. 111.06 of the City of Denton Policies and Procedures Manual. The “Administrative Procedures” portion of the Death in the Family 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 Death in the Family Leave Policy. The City Manager is authorized to amend and issue such administrative procedures and directives as deemed necessary to implement the Death in the Family 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:  _____