



# City of Denton

City Hall  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources/Risk Management

**CM/ DCM/ ACM:** Sara Hensley, City Manager

**DATE:** June 28, 2022

### SUBJECT

Consider approval of 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.

### POLICY PROCESS BACKGROUND

There are two different types of policy documents within the City of Denton’s Policy and Procedures Manual: Policies and Administrative Directives.

- **Policies** must be adopted and approved by the City Council. A “Policy” means a statement of overall philosophy and direction, describing goals to be accomplished and programs to be established. In order to revise a Policy Statement, the City Council must approve the revision.

Policies generally have a second section attached to them that describes the Administrative Procedures that the City Manager approves to implement the Council’s policies. The City Manager may approve revisions to the Administrative Procedures without referral to the City Council.

- **Administrative Directives** are approved and issued by the City Manager to city employees to establish rules and regulations concerning internal operational matters. Administrative Directives do not require City Council review or approval for enactment or revision.

Section 2-28 “Policies, procedures and directives” of the City’s Code of Ordinances provides for these definitions and approval processes.

### DISCUSSION

The Vacation Leave policy (107.03) was initially approved by City Council on Aug. 21, 1984. The policy document was last revised on January 27, 2021.

On March 22, 2022, staff presented a work session to City Council with an overview of current paid and unpaid leave policies for City employees, including options for paid parental leave. During the presentation, staff recommended modifying the Vacation Leave (policy 107.03) to **allow for new employees to use accrued vacation leave after being employed with the City of Denton for three (3) months**, rather than having to be employed for at least six (6) months as currently written in the policy. Council provided a general consensus and direction to bring back an item to make the recommended policy change.

Staff prepared a draft revised policy based on the recommendation and made other language clean-ups and clarifications to the policy. The draft policy was then submitted to the Policy Review Committee for review and comment. The Committee is made up of representatives from each department that are asked to review and seek feedback from the employees in the area they represent on a proposed revision or new policy/directive after it has been completed in draft form.

**RECOMMENDATION**

Staff recommends approval of the resolution.

**EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No. 107.03 with Admin Procedure (for reference)

Respectfully submitted:

Sarah Kuechler  
Deputy Director of Human Resources

April David  
HR Business Partner