

RESOLUTION NO. 2015-12-01

A RESOLUTION OF THE CITY OF WESTON, TEXAS, COLLIN COUNTY, TEXAS, DEFINING THE LEAVE BENEFIT POLICY FOR EMPLOYEES OF THE CITY.

WHEREAS, the City of Weston, Texas is a Type-A general-law municipality located in Collin County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas;

WHEREAS, the City Council finds that a benefit policy is in the best interest of its employees and the City.

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

SECTION 1 REVIEW

The Mayor or designated alternate will review the City's employee benefits program on an annual basis. The Mayor or designated alternate will submit to the City Council recommended changes to the benefits program as part of the wage and benefits package or as necessary throughout the year. Recommended changes to the benefits program shall become effective when approved and funded by the City Council.

SECTION 2 LEAVE

Leave may be granted by the Mayor or designated alternate upon request by an employee. Work schedules and operational requirements of City Hall are necessary considerations, which may preclude granting of leave. Leave must be reasonably requested and the granting authority has a responsibility to respond in a reasonable time. A leave is granted for a specific period of time and any extension must follow the same procedure required for granting the original leave. Leave which qualifies as family or medical leave is also subject to these requirements

SECTION 3 VACATION LEAVE

- A. Vacation leave is paid for at the same rate as hours worked during the basic work week and paid leave hours are counted as hours in the employee's work period and apply toward the employee's eligibility for earning benefits.
- B. Accrual of vacation leave time begins immediately upon employment as a probationary employee with the City in a regular budgeted position. However, only regular employees are allowed to take vacation leave.
- C. Vacation leave shall accrue for each pay period at a rate equal to the amount of maximum yearly vacation leave given divided by the number of scheduled work weeks in that year.
- D. Vacation leave time can be taken in minimum intervals of one half day.

SECTION 4 HOLIDAYS

The following holidays are declared official holidays for City employees. If a holiday falls on Saturday, it will be observed on the preceding scheduled work day; if a holiday falls on Sunday, it will be observed on the following scheduled work day. Regardless of the number of hours in an employee's work day, the maximum number of hours paid for a holiday is eight. An employee who is absent without authorization on his/her last scheduled work day before a holiday or the first scheduled work day after a holiday shall not be paid for the holiday.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Easter Monday	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

**SECTION 5
CUMULATIVE REPEALER CLAUSE**

This Resolution shall be cumulative of all other Resolutions and shall not repeal any of the provisions of such Resolutions except for those instances where there are direct conflicts with the provisions of this Resolution. Resolutions, or parts thereof, in force at the time this Resolution shall take effect and that are inconsistent with this Resolution are hereby repealed to the extent that they are inconsistent with this Resolution. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Resolutions on the date of adoption of this Resolution shall continue to be governed by the provisions of such Resolution and for that purpose the Resolution shall remain in full force and effect

**SECTION 6
PROVISIONS SEVERABLE**


It is hereby declared to be the intention of the City Council that the phrases, clauses, paragraphs and sections of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Resolution, since the same would have been enacted by the City Council without the incorporation in this Resolution of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 7
EFFECTIVE DATE**

This Resolution shall be in full force and effect from and after its passage as provided by law, and it is so resolved.

RESOLVED AND ENTERED by this 8th day of December, 2015.

APPROVE


Patti Harrington, Mayor

ATTEST


Susan Coffey, City Secretary

