

CITY OF HUMBLE

RESOLUTION NO. 18-793

**A RESOLUTION OF THE CITY OF HUMBLE, TEXAS, AMENDING SECTION 6.06 "VACATION ACCRUAL RATE" AND SECTION 6.08 "LEAVE OF ABSENCE – PERSONAL BUSINESS LEAVE OR EXTENDED LEAVES DUE TO PENDING INVESTIGATION"**

WHEREAS, the City Council of the City of Humble, Texas deems it a necessity to amend Section 6.06 "Vacation Accrual Rate" Policies of the City of Humble to read as follows:

6.06 VACATION ACCRUAL RATE: All regular full time employees shall be entitled to a vacation period based on the length of service with the City and with the vacation paid at regular rates. An employee's length of service shall be established by the anniversary date on which the employee began employment at full-time status with the City.

Regular full time employees, following their first anniversary with the City to their fifth anniversary with the City, shall be entitled to ten working days each year. From their fifth anniversary, fifteen working days per year. From their twelfth anniversary to their twentieth anniversary, twenty working days per year. From their twentieth anniversary until separation or retirement, a maximum of twenty-five working day each year.

New full time employees may be advanced up to 5 days vacation after six months of employment and under special conditions. The department administrator must make the determination whether a new employee may be advanced vacation time. Special circumstances that may exist which would warrant a new employee needing vacation time would be an illness in the family, a death of a family member, a pre-planned family event such as a family vacation, a wedding, family reunion, child's graduation or other similar circumstances. If the new employee uses advanced vacation time and his/her employment is terminated prior to the first year of employment, the amount of the vacation days advanced shall be withheld from their final paycheck.

;and

WHEREAS, the City Council of the City of Humble, Texas deems it a necessity to amend Section 6.08 "Leave of Absence – Personal Business Leave or Extended Leaves Due to Pending Investigation" of the Personnel Policies of the City of Humble to read as follows:

6.08 LEAVE OF ABSENCE – PERSONAL BUSINESS LEAVE OR EXTENDED LEAVES DUE TO PENDING INVESTIGATION: Unpaid leaves for personal reasons may be granted for up to 30 days upon the written request of an employee to the Human Resources Department and the appropriate department head. Personal Business Leaves require the approval of the City Manager. Requests for unpaid leave for personal reasons will only be granted if accrued vacation time, floating holiday and comp time, if any, has been exhausted. Approval of unpaid leave is discretionary, based on the employee's workload and responsibilities, job performance, and length of service. While on leave employees are required to

report periodically to their supervisor regarding the status of their situation and their intent to return to work.

Unpaid leaves of absence for involuntary suspension pending investigations related to actions of our Police Department or Fire Department employees may be granted upon written request by the Chief of Police or Fire Chief to the Human Resources Department. These leaves require the approval of the City Manager.

The employee will be responsible for the total cost of the health insurance premiums on any health insurance coverage the employee or the employee's family is receiving through the City during this leave period, unless otherwise provided by law. Employee will not accrue leave benefits (i.e., vacation, sick, etc.) while on unpaid leave. In extenuating circumstances, which will be reviewed on a case by case basis, when it is deemed appropriate the City may assist with the City portion of an employee's insurance coverage. This requires the approval of the City Manager. ~~An employee's anniversary date (date of employment) will be adjusted to reflect the amount of time off due to personal business leave or extended leaves due to pending investigation.~~

While on an extended leave beyond thirty (30) days, employees are required to report periodically to their supervisor, at least every thirty (30) days, regarding the status of their situation and their intent to return to work.

If at the end of the leave, an employee is not able to return to their job either because they no longer meet the requirements of the position or they choose to not return to employment with the City, the employee's employment will be terminated.

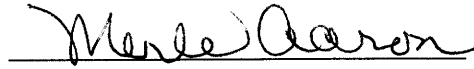
**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HUMBLE TEXAS:**

Section 1: That the City Council of the City of Humble, Texas does hereby amend Section 6.06, and Section 6.08 of the Personnel Policies of the City of Humble as stated in the preamble of this Resolution.

Section 2: That this amended Section shall go into effect immediately on and from the date of passage of this Resolution.


PASSED, APPROVED, AND RESOLVED this the 19<sup>th</sup> day of April, 2018.

APPROVED:

A handwritten signature in cursive script that reads "Merle Aaron". The signature is written in black ink and is positioned above a horizontal line.

Merle Aaron  
Mayor

ATTEST:

A handwritten signature in cursive script that reads "Sherry Mashburn". The signature is written in black ink and is positioned above the printed name and title.

Sherry Mashburn  
City Secretary