

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, AMENDING POLICY 8.07 VACATION LEAVE OF THE CITY'S PERSONNEL POLICY MANUAL BY UPDATING AND CLARIFYING REQUIREMENTS

WHEREAS, the City Council believes that its personnel policies should reflect the needs of the City and its employees, and meet all applicable state and federal labor laws; and

WHEREAS, it is necessary to update, revise, and clarify language in the City of Burnet Personnel Policies consistent with laws, regulations, and consideration of industry standards and best practices; and

WHEREAS, the City of Burnet Personnel Policy Manual was last revised on January 14, 2025; and

WHEREAS, City Council finds, determines, and declares that publication of notice of this Ordinance, as required by Section 3.14 of the City Charter and the laws of the State of Texas, was made by the City Secretary within the period prescribed by Section 3.14; and

WHEREAS, City Council, finds, determines, and declares that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given as required by Chapter 551 of the Texas Government Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS, THAT:

Section One. Findings. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section Two. Repealer. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section Three. Adoption of Amended Personnel Policy. The Vacation Leave Policy is approved and adopted with Exhibit "A" and is attached herewith.

Section Four. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

EXHIBIT A
Policy 8.07 Vacation Leave

I. PURPOSE/POLICY

1. Vacation leave is an earned benefit intended to provide time away from the work environment to pursue activities that will promote the wellbeing of the individual.
2. All regular full-time employees shall accrue vacation leave upon employment.
3. Eligibility and accrual rate of vacation benefits is determined by the date of regular full-time employment to the City of Burnet.
4. Earned vacation leave may be used after successfully completing 90 days of full-time employment; vacation leave is forfeited if employment is terminated (voluntarily or involuntarily) before an employee successfully completes 1 year of employment.
5. Part-time, temporary and seasonal employees shall not earn vacation leave and shall not be entitled to vacation time.
6. Official City of Burnet observed holidays occurring while an employee is on approved paid vacation leave shall be considered as paid holidays and do not affect vacation leave balances.
7. Employees on workers compensation will not accrue vacation leave when the employee is unable to work and being compensated by workers compensation benefits.
8. Employees on an unpaid leave of absence will not accrue vacation leave.
9. An employee on disciplinary suspension forfeits all claims to use vacation leave for the duration of the disciplinary suspension.
10. If an employee becomes ill while on approved vacation leave, sick leave will be used. Documentation/verification from a licensed physician's may be required.
11. Employees may not "borrow" unearned vacation time.
12. **The City Manager, for the purpose of recruitment and retention of staff, may adjust an employee's leave date (the start date for leave accrual purposes) to account for prior similar experience.**

No further changes to the policy after subsection I. Purpose/Policy