



Personnel Policies  
**CITY OF WESLACO,  
TEXAS**

**VACATION LEAVE**

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**Amended:** 02/24/2009

08/07/2018

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The City encourages employees to make regular use of vacation time since the annual vacation benefit is designed to provide them with an opportunity to rest and enjoy a departure from the normal work routine.

Vacations are scheduled each year at the convenience of the City and the employee. Department Heads are responsible for the approval of vacation leave within their own department. Vacation leave taken by Department Heads must be approved by the City Manager. Every effort should be made to allow employees to take vacation according to the schedule that is most convenient to them. The entire vacation period need not be taken at once. With an immediate supervisor's approval, it may be separated into more than one period to be taken during the year.

Rate of Entitlement: Vacation is earned and calculated according to the schedule below. Employees who are in an unpaid leave of absence status will not accrue vacation until they return to work on a regular basis. Employees accumulate vacation leave as follows:

- Employees with 0 –10 year of service accumulate 10 hours of vacation leave per month.
- Employees with 11-20 years of service accumulate 12 hours of vacation leave per month.
- Employees with 20 or more years of service accumulate 14 hours of vacation leave per month

When an employee is absent without pay for more than fifteen (15) cumulative calendar days in any one month, vacation leave credit is not earned for that month. No more than thirty (30) vacation days can be carried over from one fiscal year to the next.

The City does not advance vacation time. Vacation time charged by an employee who has insufficient vacation hours available will be treated as leave without pay.

The date of hire of a full-time temporary employee whose status was converted to regular, full-time employee will be the effective date of the temporary appointment and vacation leave will be credited from that date and shall not exceed fifteen (15) working days.

An employee who elects to change from regular, full-time status to temporary or part-time status shall forfeit all claim to vacation credit other than the unused vacation credit he earned.

Limitations: Every effort will be made to grant employee requests to take vacation when they want it, however, vacation requests are handled on a first come - first serve basis, and are otherwise subject to the needs of the City, which includes having an adequate staff at all times. Because employees should use annual leave for its intended purpose, the City does not pay employees in lieu of annual leave.

Upon termination of employment, employees will be paid at their current rate for unused earned vacation leave at termination unless the leave value must be used to repay the City for any outstanding loans or any other indebtedness to the City.

<b>VACATION LEAVE</b>
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Unused Vacation Leave: All vacation leave accrued prior to December, 1990 shall be refunded in full when an employee leaves employment with the City in good standing.

Any vacation accrued after December 1990 shall be refunded in full not to exceed thirty (30) days when an employee leaves the employment of the City in good standing.

Unused Vacation Leave: Employees hired after October 1, 2008 shall be refunded in full one hundred and twenty (120) hours upon separation of employment, from accumulated vacation leave. Unused vacation leave expendable in the current year shall be paid to the beneficiary or estate of an employee in the event of death.