

CITY OF WACO

A. Statement of Purpose

To establish the City's policy regarding personal leave.

B. General Policy

Every regular and civil service full-time employee who works for the City has two (2) personal leave days that accrue to the employee on the second day of January of each calendar year.

1. ACCRUAL

- a) Eligible employees hired from January 2nd through May 31st accrue 2 personal leave days in the first calendar year of employment.
- b) Eligible employees hired from June 1st through September 30th accrue one personal leave day in the first calendar year of employment.
- c) Eligible employees hired after September 30th do not accrue personal leave days in the first calendar year of employment.

2. PROCEDURES

- a) Personal leave must be requested by the employee and approved by the employee's supervisor in advance. The granting of personal leave is subject to work schedule requirements and the ability of remaining employees to perform the work.
- b) Personal leave must be taken in full work-day increments.
- c) Personal leave not taken each year by December 31st are forfeited by the employee and not carried over to the following year.

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- d) If an employee separates from employment, any unused personal leave is forfeited.
- e) Each department shall reasonably attempt to allow its employees to use accrued personal leave.



Larry D. Groth, P.E., City Manager
July 12, 2004