

# Hidalgo County Head Start Program

## Policy Council Agenda

**DATE:** January 21, 2009

**SUBJECT:** Discussion/Approval to Amend the Policy and Procedure for Personal Leave Before/After a Holiday

**RATIONALE/NEED:** Administration recommends that Section 7.186 of the Policy be amended to read as follows: "The Executive Director or designee may approve personal leave under extenuating circumstances. This leave will be leave without pay unless it is determined by the Executive Director that the employee has no control over the circumstances requiring the leave. The leave must be requested in writing with a detailed explanation three (3) days in advance or as soon as possible if the circumstances for the leave are an emergency."

**RECOMMENDATION:** Administration recommends approval.

**COST:**

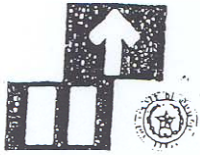
**RELATED INFORMATION INCLUDES:** Current Policy and Procedure for Personal Leave Before/After a Holiday and Proposed New Policy and Procedure for Personal Leave Before/After a Holiday

\*\*\*\*\*

**INITIATED BY:** Teresa Flores, Executive Director

**REVIEWED BY:** Teresa Flores, Executive Director

**EXECUTIVE DIRECTOR'S APPROVAL:** Teresa Flores

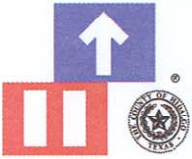


## Hidalgo County Head Start Program

P.O. Box 0117 Edinburg, Texas 78540-0117 (956) 383-0706

### Policy and Procedure Personal Leave Before/After a Holiday

- 7.178 Same
- 7.179 Regular, Full-time Employees may earn four (4) hours of Personal Leave each month up to a maximum of six (6) days per year. (Amended January 12, 2006)
- 7.180 No more than sixteen (16) hours of Personal Leave may be taken at the same time, unless approved by the Head Start Executive Director or designee. (Amended January 12, 2006)
- 7.181 Personal Leave not used during a calendar year is allowed to be rolled over to the next year. A Regular, Full-time Employee may maintain an accrued Personal Leave reserve not to exceed two hundred and forty (240) hours. (Amended January 12, 2006)
- 7.182 Same
- 7.183 Deleted (Amended January 12, 2006)
- 7.184 Same
- 7.185 Personal leave before/after a holiday or during staff development or in-service/training days are not approved.
- 7.186 The Executive Director or designee may approve personal leave under extenuating circumstances. This leave will be leave without pay and must be requested in writing with a detailed explanation three (3) days in advance.



## Hidalgo County Head Start Program

P.O. Box 0117 Edinburg, Texas 78540-0117 (956) 383-0706

### Policy and Procedure Personal Leave Before/After a Holiday

- 7.178 Same
- 7.179 Regular, Full-time Employees may earn four (4) hours of Personal Leave each month up to a maximum of six (6) days per year. (Amended January 12, 2006)
- 7.180 No more than sixteen (16) hours of Personal Leave may be taken at the same time, unless approved by the Head Start Executive Director or designee. (Amended January 12, 2006)
- 7.181 Personal Leave not used during a calendar year is allowed to be rolled over to the next year. A Regular, Full-time Employee may maintain an accrued Personal Leave reserve not to exceed two-hundred and forty (240) hours. (Amended January 12, 2006)
- 7.182 Same
- 7.183 Deleted (Amended January 12, 2006)
- 7.184 Same
- 7.185 Personal leave before/after a holiday or during staff development or in-service/training days are not approved.
- 7.186 ***The Executive Director or designee may approve personal leave under extenuating circumstances. This leave will be leave without pay unless it is determined by the Executive Director that the employee has no control over the circumstances requiring the leave. The leave must be requested in writing with a detailed explanation three (3) days in advance or as soon as possible if the circumstances for the leave are an emergency.***