



Hidalgo County

Information Technology Personnel

Vacation Leave Policy

Purpose

The purpose of this Policy is to establish guidelines for countywide technology personnel vacation time guidelines.

Audience

This policy applies to all regular, full-time staff of the Information Technology Department and any department that has staff with information technology job duties.

Annual or “Vacation” Leave

All regular, full-time staff employees are eligible for paid annual leave, traditionally referred to as “vacation” leave, in accordance with the Hidalgo County approved schedule (refer to Civil Service Commission Rules Chapter VII, Section 7.37-7.38).

Every employee eligible for paid annual leave should, whenever possible, take annual leave in order to prevent any loss of accrued annual leave at the end of the calendar year. In order to ensure that all employees abide by this directive, I.T. Management will conduct a “Leave and Earning Statement Review” with each employee before the end of each calendar year (see attached Leave and Earning Statement). The purpose of this review is to clearly outline the employee’s annual leave accrued and maximum carry-over for the subsequent year.

Leave Requests

All leave requests should be submitted using the following procedure (refer to Civil Service Commission Rules Chapter VII, Section 7.20):

Every request for leave must:

- a) Be submitted to the Department Head/Elected, in writing, on a Form SFA-CA-044 which is signed by the employee;
- b) Clearly reflect when the requested leave is to begin and end;
- c) Include a brief explanation setting forth the reasons for taking the requested leave;
- d) To the extent applicable, be accompanied by any required documentation, such as a doctor’s statement or military orders; and
- e) Be approved or disapproved, in writing, by the both employee’s supervisor and by the Department Head.

Mandatory use of Leave

It is mandatory that all IT personnel take at least forty hours of leave a year. These hours must be taken concurrently. The hours can be counted against ANNUAL leave, COMP time or any other type of earned time. The purpose of this policy is to mandate that all technology staff take a full week of vacation at least once a year.