

Webb County Human Resources

Current and Proposed Policy

Current:

6.20 Transfer of Grant Employees to Non – Grant Funded Positions: No accruals can be transferred from a grant funded position. All accruals must be paid by the fund grant.

Proposed:

6.20 Transfer of Grant-Funded Employees to Non-Grant Funded Positions

Accrued leave, including but not limited to vacation leave, sick leave, personal holidays, and wellness leave, may not be transferred from a grant-funded position to a non-grant funded position. All leave accrued while assigned to a grant-funded position must be paid from the grant funding source supporting that position at the time of transfer. If the applicable grant does not allow for the payment of accrued leave, any remaining vacation leave, sick leave, personal holidays, or wellness leave associated with the grant-funded position will be forfeited upon transfer to a non-grant funded position.

Compensatory time earned in accordance with applicable law will not be forfeited and must be paid out in compliance with federal wage and hour requirements. However, if such payment is not allowable under the grant, the County remains responsible for payment in accordance with federal law.

Departments are responsible for managing employee time and leave accruals in grant-funded positions, including compensatory time, and for ensuring compliance with all applicable grant requirements. Departments must verify, in advance, whether grant funds permit the payout of accrued leave or compensatory time and manage employee work schedules accordingly to avoid the accrual of balances that cannot be paid from the grant funding source.