

# Leave Chart

Use of accrued leave must be approved by the Elected Official or Department Head

*\*Employees are encouraged to take leave throughout the year,  
as business needs can change and leave approval is not guaranteed.*

Type	Rate of Accrual	Max Accrual	Policy
<b>BEREAVEMENT LEAVE*</b>	2 (8-hour) days per fiscal year; does not roll over	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>May be granted following the death of a friend or family member at the discretion of your department's leadership.</li> <li>Documentation may be required.</li> <li>EMS Paramedics will receive up to 12 hours per day based on regular shift assignment.</li> <li>Up to two (2) additional days may be approved by HR for the death of an immediate family member (spouse, child, parent, legal guardian, <del>or</del> spouse's parent, <u>or child's spouse</u>). EMS Paramedics may be approved for up to 16 additional hours.</li> </ul>
<b>PUBLIC SAFETY ADJUSTMENT</b>	4 hours per paid holiday, floating holiday, and bereavement day allotted; does not roll over	N/A (Not paid at termination)	<ul style="list-style-type: none"> <li>Includes positions in Law Enforcement, Corrections and Emergency Services with some exceptions.</li> <li>Max of 4 hours per shift and must be used with 8 hours of holiday, floating holiday, or bereavement to cover shift as scheduled.</li> <li>Contact Human Resources regarding application of Public Safety Adjustment accruals within FMLA.</li> </ul>
<b>CIVIL LEAVE</b>	Includes jury duty, voting, work related court summons, USERRA (Uniformed Services Employment & Re-employment Rights Act)	N/A	<ul style="list-style-type: none"> <li>Employee must show jury duty summons to their supervisor and must return to work if time permits. County employees will be paid if they are required to miss their regularly scheduled work shift, in addition to the jury pay from the court.</li> <li>Time off to vote may be approved due to unusual circumstances, please refer to <a href="#">State of Texas Regulations</a>.</li> <li>Civil Leave may be approved when an employee is summoned to testify for a case that is work related only.</li> <li>The first 15 business days (per fiscal year) of Military Leave (USERRA) will be paid without the requirement of leave usage by the employee. Beyond the first 15 business days the employee may choose to use vacation leave or be placed on leave without pay.</li> <li>Up to seven additional paid military leave days may be applied in accordance with Government Code Section 437.202, as required relating to Emergency Orders issued by the Governor.</li> <li>Contact HR for further information related to USERRA leave and benefit continuation.</li> </ul>
<b>BAD WEATHER</b>	As determined by order of the County Judge	N/A	<ul style="list-style-type: none"> <li>Employee must be at work or scheduled and ready for work on the day of office closure.</li> <li>Employees on approved leave of any type are not eligible.</li> <li>If office closure continues beyond five (5) consecutive days, employees must use vacation pay, compensatory time, personal holiday or unpaid leave unless otherwise determined by Commissioners Court.</li> </ul>
<b>ESSENTIAL PERSONNEL LEAVE</b>	As determined by order of the County Judge	N/A	<ul style="list-style-type: none"> <li>Essential Personnel Leave is granted when exempt employees must work outside their regular schedule during an office closure that has been declared by the County Judge.</li> <li>FEMA reimbursement is possible.</li> <li>Essential Personnel leave must be used before the end of the current fiscal year.</li> </ul>
<b>BANKED HOLIDAY LEAVE</b>	Determined by number of hours worked on the holiday.	200 hours	<ul style="list-style-type: none"> <li>Will not be paid upon termination if earned after 10/1/14.</li> <li>Banked Holiday accruals earned before 10/1/14 will no longer be paid out upon termination after 10/1/24.</li> </ul>
<b>COMPENSATORY LEAVE</b>	Refer to Overtime Policies for accrual.	240 hours	<ul style="list-style-type: none"> <li>Must be used before vacation time.</li> </ul>

**\*Refer to Public Safety Adjustment policy details within this table.**

***Wilco PTO leave time is applied in the following order:***

***1) Compensatory time 2) Vacation leave***

***Note: All leave accruals are based on time actually worked by the employee. Leave accrues at the end of the pay period and will be adjusted or removed if the employee has any unpaid leave, other than workers compensation, in the pay week.***