

Leave Chart

Use of leave accruals 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
BANKED HOLIDAY LEAVE*	Up to eight (8) hours per occurrence, determined by number of hours worked on the holiday.	200 hours	<ul style="list-style-type: none"> • Holiday hours may be banked when an employee works on the actual holiday and will match the hours worked, up to a maximum of eight (8) hours. • Will not be paid upon termination if earned after 10/1/14. • Banked Holiday accruals earned before 10/1/14 will no longer be paid out upon termination after 10/1/24.
BEREAVEMENT LEAVE*	2 (8-hour) days per fiscal year; does not roll over	N/A (Not paid at termination)	<ul style="list-style-type: none"> • May be granted following the death of a friend or family member at the discretion of your department's leadership. • Documentation may be required. • EMS Paramedics will receive up to 12 hours per day based on regular shift assignment. • Up to two (2) additional days may be approved by HR for the death of an immediate family member (spouse, child, sibling, parent, legal guardian, spouse's parent, child's spouse, or other individual for whom the employee stands "in loco parentis." See Basic FMLA policy or contact HR for further information.). • The additional bereavement leave may be requested via online form submission and upload of required documentation. • EMS Paramedics may be approved for up to 16 additional hours.
PUBLIC SAFETY ADJUSTMENT	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"> • Includes positions in Law Enforcement, Corrections and Emergency Services with some exceptions. • Max of 4 hours per shift and must be used with 8 hours of holiday, floating holiday, or bereavement to cover shift as scheduled. • Contact Human Resources regarding application of Public Safety Adjustment accruals within FMLA.
CIVIL LEAVE	Includes jury duty, voting, work related court summons, USERRA (Uniformed Services Employment & Re-employment Rights Act)	N/A	<ul style="list-style-type: none"> • 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. • Time off to vote may be approved due to unusual circumstances, please refer to State of Texas Regulations. • Civil Leave may be approved when an employee is summoned to testify for a case that is work related only. • 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. • 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. • Contact HR for further information related to USERRA leave and benefit continuation.

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