

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
BAD WEATHER	As determined by order of the County Judge	N/A	<ul style="list-style-type: none"> Employee must be at work or scheduled and ready for work on the day of office closure. Employees on approved leave of any type are not eligible. 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.
ESSENTIAL PERSONNEL LEAVE	As determined by order of the County Judge	N/A	<ul style="list-style-type: none"> 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. FEMA reimbursement is possible. Essential Personnel leave must be used before the end of the current fiscal year.
COMPENSATORY LEAVE	Refer to Overtime Policies for accrual.	240 hours	<ul style="list-style-type: none"> Must be used before vacation time.
PREGNANT WORKERS FAIRNESS ACT (PWFA)	N/A	N/A	<ul style="list-style-type: none"> PWFA, federal law effective 6/27/2023, outlines provision of reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions. Leave to recover from childbirth is covered as an accommodation under PWFA when an employee is not eligible for Family Medical Leave Act (FMLA). Contact Human Resources for more details.
PAID QUARANTINE LEAVE	Used by eligible employees who are ordered by their supervisor or the Local Health Authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty.	N/A	<ul style="list-style-type: none"> As defined by HB 2073 eligible County employees include peace officers, corrections officers, paramedics, and emergency medical technicians employed by, appointed by, or elected for a political subdivision. Covers all employee benefits, including compensation for all regularly-scheduled shift hours, leave accruals, retirement benefits, and health plan benefits for the duration of the leave. Quarantine reimbursement requests may also be submitted for reasonable related costs. Contact HR for more information.

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.

Non-Discrimination and Anti-Harassment

Williamson County strives to be an employer of choice and endeavors to provide an optimal work environment and experience for County employees, free of discrimination and harassment.

Non-Discrimination

Protections against discrimination provided to employees under state and federal law are detailed in the table below. These protections and the expectation of compliance apply to all employees and officials, regardless of their position. Contact Human Resources for more information.

Employment Law	Coverage	References
Title VII, Civil Rights Act (1963)	Prohibits employment discrimination based on race, color, religion, sex or national origin.	<ul style="list-style-type: none"> View EEOC Know Your Rights: Workplace Discrimination is Illegal poster here
Civil Rights Act (1991)	Provides amendments to 1963 Act to strengthen civil rights laws and deter unlawful harassment and discrimination in the workplace.	
Equal Pay Act (EPA)	Protects against sex-based wage discrimination for performance of substantially the same work in the same establishment.	<ul style="list-style-type: none"> The EPA is an amendment within the FLSA, under enforcement of the EEOC View EEOC information on Equal Pay and Compensation Discrimination here View FLSA Employee Rights poster here See related policies in Employment and Compensation sections within this policy manual
Fair Labor Standards Act (FLSA)	Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards.	
Age Discrimination in Employment Act (ADEA)	Provides protection against discrimination in employment for employees 40 years of age or older.	<ul style="list-style-type: none"> See information on age discrimination on the Department of Labor (DOL) website here
Americans with Disabilities Act (ADA, 1990) Americans with Disabilities Act Amendments Act (ADAAA, 2008)	Prohibits discrimination in recruitment, hiring, training, promotion, and compensation based on candidate or employee disability. Requires employers make reasonable accommodation to the known limitations of otherwise qualified individuals with disabilities, unless the accommodation will cause the employer an undue hardship.	<ul style="list-style-type: none"> Information and resources can also be found at ADA.gov A Reasonable Accommodation Request Form may be submitted online here
Pregnant Workers Fairness Act (PWFA)	Requires employers to provide reasonable accommodations for limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.	<ul style="list-style-type: none"> View PWFA poster here View tips for Tips for Asking for Reasonable Accommodation here A Reasonable Accommodation Request Form may be submitted online here
Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	Under the FLSA, the Department of Labor (DOL) established that eligible nursing workers are entitled to reasonable break time and a private space to pump at work for up to one year after their child's birth. Protects the nursing worker from penalties in performance metrics and evaluations for lactation breaks.	<ul style="list-style-type: none"> Designated space may not be a bathroom, and must be shielded from view and free from intrusion Non-exempt employees may not perform work if clocked out for their break View PUMP Act Protections here