

Clarifications for Department of Infrastructure Personnel Working Four Ten Hour Days (Monday through Thursday)

Usual Work Week: Employees working four ten hour days shall work Monday, Tuesday, Wednesday and Thursday. This schedule may be changed to Tuesday through Friday at the sole discretion of the supervisor. The employees shall additionally perform emergency response duty at the request of their supervisor. Emergency response duty can occur on any day of the week.

Vacation: Vacation hours will be accrued at the pay period rates defined in the Williamson County Employee Policy Manual. A single day of vacation taken requires ten hour of vacation to account for the ten hours of paid leave taken.

Sick Leave: Sick leave hours will be accrued at the pay period rates defined in the Williamson County Employee Policy Manual. A single day of sick leave taken requires ten hour of sick leave to account for the ten hours of paid leave taken.

Holidays: Eight hours of holiday leave will be credited to the employee for each County recognized holiday occurring within the pay period. A single holiday taken requires ten holiday or vacation hours for the ten hours of paid leave taken.

Example 1: A holiday occurs on a Friday. The employee accrues eight hours of holiday time but does not charge holiday time since the employee is not scheduled to work on Friday.

Example 2: A holiday occurs on a Monday, Tuesday, Wednesday or Thursday. The employee accrues eight hours of holiday time but must charge 10 hours of accrued holiday or other leave time.