

**ORDINANCE No. 2011-90  
CITY OF SHOREACRES, TEXAS**

AN ORDINANCE AMENDING THE EMPLOYEE VACATION BENEFITS  
POLICY OF THE CITY OF SHOREACRES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES:

That if any section, clause, sentence, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance; and,

That section 2-118 of the Shoreacres City Code is hereby amended to read as follows:

**Sec. 2-118. Vacations.**

Vacation [time] leave for full-time employees is accrued per pay period from the date of employment. [Vacation time must be taken within the calendar year in which it was earned or the following calendar year.] Vacation benefits are not extended to part-time employees. [Only in exceptional circumstances will vacation time be allowed to accrue beyond the specified period of time. If an employee of the City determines that he or she cannot use his or her vacation within the time allotted, he or she must notify their immediate supervisor in writing. The supervisor will determine the validity of the request and present it to the Mayor, who will make the decision whether to grant an extension or authorize unused vacation time to be paid in lieu of extension. The length of extension is at the discretion of the Mayor.]

Full-time employees must have at least six (6) months of continuous service to be eligible to take vacation leave. Upon termination of employment, any unused vacation [time] leave will be paid as part of the final paycheck providing that the employee has no obligation of debt to the City. If such an obligation exists, the debt will be deducted from the final check for the employee.

Vacation leave is accrued on the basis of continuous years of service as follows:

- (a) Up to 5 years                      80 hours per year (3.077 hours/pay period)
- (b) 5 to 10 years                      120 hours per year (4.615 hours/pay period)
- (c) 10 years and over                160 hours per year (6.154 hours/pay period)

Full-time employees may accrue up to a maximum of 240 hours vacation leave.

Employee requests for vacation leave [time] must be submitted [scheduled] in writing on a standard employee request form [by the 10<sup>th</sup> of the month prior to the date of the intended vacation. This request must be] given to the employee's immediate supervisor. Vacation leave [time] may be requested at any time but approval will depend upon the status of work in progress and the number of employees on duty, except in emergencies. Employees are encouraged to request vacation leave at least 21 days in advance to allow adequate time for supervisor review and approval. Since the number of employees is limited and each serves in several capacities, vacations approved and scheduled in advance are [may be] subject to rescheduling, if necessary, to maintain city services. In general, only one full-time employee of any department may be gone at one time;

thus, extended sickness of one employee may result in the delay of a scheduled vacation by another.

The City Council officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

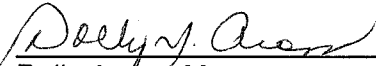
The City Secretary is hereby directed to provide each full-time employee of the City with written notice of this amendment to the City's Personnel Policy.

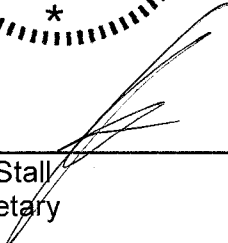
This Ordinance shall be effective from and after its passage and approval, and it is so ordered.

PASSED AND APPROVED this the 14TH day of FEBRUARY 2011.



ATTEST:

  
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Dolly Arons, Mayor

  
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David K. Stall  
City Secretary