RESOLUTION NO. 2025-92

A RESOLUTION AMENDING THE CITY OF KINGSVILLE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL FOR POLICY NO. 730.00 – VACATION LEAVE.

WHEREAS, the City Commission previously adopted an administrative policy handbook for employees which included Policy No. 730.00 – Vacation Leave, which was approved on 08/28/2006;

WHEREAS, the policy was amended on 9/22/25 via Resolution #2025-86 to clarify some language and to update the maximum allowed vacation leave at separation to correspond with Policy 630.04;

WHEREAS, the City is now proposing an amendment to eliminate time restrictions for utilization which will allow new employees the opportunity to utilize accrued leave as it becomes available;

WHEREAS, there is no additional cost to the City by approving this policy amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS:

I.

THAT Policy 730.00 – Vacation Leave, attached as Exhibit A, is hereby approved;

II.

THAT all resolutions or parts of resolutions in conflict with this resolution are repealed to the extent of such conflict only.

III.

THAT this Resolution shall be and become effective on and after adoption.

PASSED AND APPROVED by a majority vote of the City Commission on this the 27th day of October, 2025.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

Amended 10/27/2025

POLICY NO. 730.00 VACATION LEAVE

Non-exempt and exempt regular, full-time Non-Civil Service Employees shall accrue paid vacation leave as follows:

- Regular full-time Employees with less than five (5) years of consecutive City service shall accrue 3.07 hours paid vacation leave for each bi-weekly pay period. All regular full-time Employees with five (5) years or more of service shall accrue 4.62 hours of vacation for each bi-weekly pay period.

- Employees under this policy may not accrue more than 120.12 hours of paid vacation leave during any fiscal year.

- Vacation leave shall be credited as earned and may be taken in increments of one hour, or fraction thereof, upon proper approval.

- Department heads shall schedule vacation, giving due consideration to the needs of the City and the ability of the remaining staff to perform the work of the department. Employees shall be permitted to take vacations at such times in the judgment of the department heads, which will best serve the interest of the City and the Employees. No more than 120.12 hours of vacation may be taken at one time.

- No cash payments for unused vacation shall be authorized except upon separation of employment as per Policy 630.04 - Separation Pay. Vacation credits are not transferable between Employees.
- Vacation Leave shall not be used to extend an employee's separation date. The last day worked shall be the official separation date.
- Employees shall take accrued paid vacation leave concurrently with any FMLA leave for which they are eligible in appropriate circumstances.
- Employees on Vacation leave are subject to recall to duty in emergency situations as deemed appropriate by the Employee's supervisor.

Updated - Effective 10/01/202
Amendment Effective Date: 10/27/2025