RESOLUTION NO. 2025-93

A RESOLUTION AMENDING THE CITY OF KINGSVILLE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL FOR POLICY NO. 740.00 – SICK LEAVE.

WHEREAS, the City Commission previously adopted an administrative policy handbook for employees which included Policy No. 740.00 – Sick Leave, which was approved on 08/28/2006 and has not been updated since then;

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 740.00 – Sick 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THAT all resolutions or parts of resolutions in conflict with this resolution are repealed to the extent of such conflict only.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, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

Amended 10/27/2025

Policy No. 740.00 SICK LEAVE

This policy applies to all non-exempt and exempt, regular full-time non-civil service Employees

Paid sick leave shall be earned and used as follows:

- All regular full-time Employees earn 3.07 hours of sick leave for each bi-weekly pay period worked, up to a maximum of 80 hours per twelve (12) consecutive calendar months.

- All non-civil service Employees will be allowed to accumulate a maximum of thirty (30) days (240 hours) sick leave. In December of each year, the City shall buyback sick leave in excess of 240 hours at a rate of 50% and the hours in excess of 240 shall be removed from the employee's accrual banks. This policy does not affect sick leave earned prior to January 1, 1984.

- Sick leave shall be credited as earned and may be taken in increments of one hour or fraction thereof.

- Sick leave may be used only for absence from duty because of personal illness, illness in the immediate family, injury, or routine medical or dental appointments which cannot be reasonably scheduled outside of working hours. Eligible Employees shall take paid sick leave concurrently with FMLA leave when appropriate under the circumstances.

- The City may request and obtain verification of the circumstances surrounding any use of sick leave beginning from the first day of absence. After an absence of 3 days a medical release is mandatory before an employee may return to work.

- Accrued vacation leave may be used to supplement sick leave upon the request of the Employee. Pay shall be discontinued when authorized leave is exhausted.

- An Employee shall use accrued paid sick leave concurrently with Family and Medical Leave Act ("FMLA") leave when the Employee's reasons for such leave falls within those covered under the FMLA. Once an employee has exhausted all leave accruals shall discontinue.

- Sick leave credits are not transferable between Employees.

- Abuse of sick leave may be grounds for disciplinary action up to and including termination of employment.

Civil Service Employees shall accrue leave as specified in collective bargaining contracts.

Approved: August 28, 2006
Amendment Effective Date: 10/27/2025