

**ORDINANCE NO.
1541**

AN ORDINANCE OF THE CITY COUNCIL AMENDING ORDINANCE 1531 APPROVING AND ADOPTING CORRECTIONS TO THE CITY OF LLANO PERSONNEL POLICY MANUAL AS PREPARED BY THE CITY STAFF; REPEALING ALL OTHER ORDINANCES OR PORTIONS THEREOF IN CONFLICT.

WHEREAS The City Staff have prepared and submitted to the City Council a Personnel Policy Manual designated to bring to the City of Llano a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices; and

WHEREAS Clarifications Chapter VIII, Section 2- Vacation

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LLANO, TEXAS:

City of Llano Personnel Policy

Chapter VIII

Section 2 – Vacation

Regular full-time employees shall earn vacation leave time in accordance with the rate of accrual as follows:

Years of Service	Hours of Vacation Accrued per Month
*1-4	6.67
5-9	8
10-14	10
15-19	12
20+	14

Vacation leave shall be administered according to the following policies:

- a. Vacation accrual begins after 30 days from the date of hire but may not be used until after 90 days.
- b. Vacation leave shall not be earned for any time in which an employee is separated by time without pay status (i.e., suspension without pay, leave without pay, etc.).
- c. An employee may carry over a maximum of 200 hrs of vacation leave in any calendar year. At the end of each calendar year, accrued vacation leave in excess of 200 hours shall be forfeited by the employee. (Unless prior, written approval is provided by the Department Head and City Manager)
- d. Employees shall use a substantial portion of their vacation leave each year. Payment shall be made for unused vacation leave upon separation, retirement, or death of the employee.
- e. Department heads shall schedule or approve vacations, giving due consideration to the needs of the City and the interests of the employee.
- f. Vacation leave shall be charged only for the time during which the employee would ordinarily have worked.
- g. Employees being transferred, promoted, or demoted shall retain accrued vacation leave.
- h. Official holidays occurring during a vacation shall not be charged to vacation leave.
- i. Use of vacation leave is recorded in one (1) hour increments according to the hours taken.
- j. Vacation leave shall not be taken in advance of the time earned unless prior approval has been granted

by the City Manager.
k. Vacation leave credits are not transferable between employees.

That the Personnel Policy Manual corrections as presented by the City Manager and Staff of the City of Llano, Texas be and the same is hereby in all respects approved and adopted.

PASSED AND APPROVED, this 5th day of August 2024.

A handwritten signature in black ink, appearing to read 'Marion Bishop', written over a horizontal line.

Marion Bishop, Mayor

A handwritten signature in black ink, appearing to read 'Kim Wagner', written over a horizontal line.

Kim Wagner, City Secretary