



County of Gillespie

Human Resources Director

Amendment to Section 9.01 - Passed by Commissioners Court on September 28, 2020

Section 9.01 Types of Leave Time

GENERAL STATEMENT: The County provides all eligible employees with various types of leave time:

- Vacation Leave
- Sick Leave
- Holiday
- Citizenship Leave Jury Duty and Court Appearance Leave
- Military Leave
- Family and Medical Leave of Absence
- Workers Compensation

All leave taken by county employees must be approved in advance by the department head or supervisor unless an emergency condition exists.

It is the responsibility of the department head to notify the County Treasurer Office as soon as possible... any extended leave other than vacation

The County may approve the use of different types of leave in combination if it is determined to be in the best interest of the County and the employee.

~~Paid leave time will not be granted if the request for such leave is in excess of the employee's regularly scheduled work period...7day/40 hour work period or 14 day/86 hour work period. The only exception being holiday time.~~

Amendment approved by Commissioners Court 9/28/20, line item# 16

Vacation time in excess of the employee's regularly scheduled work period of either 7day/40 hours or 14 day/86 hours must be approved by a supervisor. Holiday time does not require supervisor approval.