

**Ordinance to amend Chapter 39 of the City Code of Ordinances,  
Personnel, regarding personal leave.**

**Section 1.** That Chapter 39 of the City Code of Ordinances, Personnel, Section 39-366, Personal Leave, is amended to read as follows:

**“Sec. 39-366. Personal leave.**

(a) Effective August 1 of each year, each full-time employee shall receive forty (40) hours of personal leave to be used under guidelines promulgated by the City Manager, or designee, except for airport public safety officers who work shifts of twenty-four (24) hours on and forty-eight (48) hours off, who shall receive sixty (60) hours of personal leave.

(b) Beginning August 1, 2014, new full-time employees hired on or between August 2 to April 30 shall receive personal leave hours as follows in the first year they are employed:

- (1) Hired on or between August 2 through October 31 shall receive 30 hours;
- (2) Hired on or between November 1 through January 31 shall receive 20 hours;
- (3) Hired on or between February 1 through April 30 shall receive 10 hours;
- (4) Any employee hired on or between May 1 through July 31 shall not receive personal leave hours until personal leave hours are awarded on August 1.

(c) Beginning August 1, 2014, new Full-time airport public safety officers hired on or between August 2 to April 30 shall receive personal leave hours as follows in the first year they are employed:

- (1) Hired on or between August 2 through October 31 shall receive 45 hours;
- (2) Hired on or between November 1 through January 31 shall receive 30 hours;
- (3) Hired on or between February 1 through April 30 shall receive 15 hours;
- (4) Hired on or between May 1 through July 31 shall not receive personal leave hours until personal leave hours are awarded on August 1.

~~(b)~~ (d) Personal leave hours must be requested and approved in advance like vacation accrual, but are non-cumulative.

~~(c)~~ (e) Personal leave must be taken within ~~the fiscal year received~~ by July 31 of each year..

~~(d)~~ (f) Personal leave may be used within the first six (6) months of employment with the city.

~~(e)~~ (g) Personal leave hours are not paid out at termination.”

**Section 2.** This ordinance takes effect upon date of final City Council approval.

That the foregoing ordinance was read for the first time and passed to its second reading on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

Nelda Martinez	_____	Chad Magill	_____
Kelley Allen	_____	Colleen McIntyre	_____
Rudy Garza	_____	Lillian Riojas	_____
Priscilla Leal	_____	Mark Scott	_____
David Loeb	_____		

That the foregoing ordinance was read for the second time and passed finally on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

Nelda Martinez	_____	Chad Magill	_____
Kelley Allen	_____	Colleen McIntyre	_____
Rudy Garza	_____	Lillian Riojas	_____
Priscilla Leal	_____	Mark Scott	_____
David Loeb	_____		

PASSED AND APPROVED, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Rebecca Huerta  
City Secretary

\_\_\_\_\_  
Nelda Martinez  
Mayor