Sec. 3.01.310. Vacations.

A. Purpose: To ensure that employees have periods of rest and relaxation which contribute to their quality of life by maintaining an equitable balance between work and family/personal time.

B. Scope: This policy applies to regular full-time and regular part-time employees.

C. Policy: Vacation will be earned by all employees according to the following schedule. For the purposes of leave accruals, for regular full-time employees, one day is equivalent to eight hours. The table below is a semi-monthly hourly accrual.

Completed Years of Service	Full-time City Employee	Firefighter* Operations	Sworn Police* Employee
Less than 4	3.344.0 (10 12 days per year)	7.50 (15 days per year)	5.00 (15 days per year)
4—8	5.00 (15 days per year)	7.50 (15 days per year)	5.00 (15 days per year)
9—13	5.67 (17 days per year)	8.50 (17 days per year)	5.67 (17 days per year)
14+	6.67 (20 days per year)	10.0 (20 days per year)	6.67 (20 days per year)

The City Manager may, for recruitment purposes, adjust the beginning rate and balance at which new hires earn vacation.

*Sworn Police Department employees and firefighters accrue at higher rate than other full-time employees as required by Local Government Code 142.0013 and Chapter 143.046. Part-time regular employees earn vacation leave on a pro-rated basis.

Sec. 3.01.312. Holidays.

A. Purpose: To provide a competitive paid-time-off benefit to recognize traditional holidays preserving the rich heritage and traditions of our community and enhancing the quality of life.

B. Scope: This policy applies to regular full-time and regular part-time employees.

BC. Policy: The following days are recognized as City-paid holidays during the fiscal year:

Holiday Date	Observed
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King Jr. Day	3rd Monday of January
Presidents' Day	3rd Monday of February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September

Four Two (42) Personal Holidays	To be selected by employee

Such other holiday as the City Council may declare.