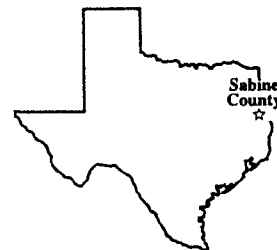


THE STATE OF TEXAS

County of Sabine

**Tricia Jacks**  
Sabine County Treasurer  
P.O. Box 597  
Hemphill, TX 75948



April 8, 2019

To All County Employees:

Please find attached a change to section 2B-2 Vacations and section 2B-3 Sick Leave of the Sabine County Employee Handbook. Please remove the old pages from your policy book and replace with the attached sheets. These changes were adopted by the Sabine County Commissioner's Court on 04/08/2019 and go into effect immediately.

If you have not yet received a Sabine County Employee Handbook please make arrangements to come to my office to receive your copy.

Thank you,

Tricia Jacks  
Sabine County Treasurer

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## 2 B-2 Vacations

All regular full-time regular employees of Sabine County shall be eligible for paid vacation leave. Part-time variable hour, seasonal and temporary employees shall not be eligible for the vacation benefit.

The amount of vacation is based on the employee's time of service as shown below and is awarded on the anniversary date of the employee:

- 1<sup>st</sup> anniversary – 40 hours
- 2<sup>nd</sup> anniversary to 9<sup>th</sup> anniversary – 80 hours
- 10<sup>th</sup> anniversary and on is 120 hours

The maximum amount of vacation that an employee shall be allowed to have at any one time is three weeks or 120 hours. However, it is strongly recommended that all employees take their vacation in a timely manner and do not allow vacation time to accrue. When an employee reaches the max accrual, he/she shall not be allowed to accrue additional vacation time until time is taken to reduce the balance below the max.

An employee shall not be permitted to receive pay in lieu of vacation time.

Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow against possible future vacation earning.

If a holiday falls during the period an employee is on vacation, the holiday will not count as vacation time. However, the employee shall inform his/her department head as to the days he/she will be absent from work both on vacation and holiday status.

Vacation shall not be accrued while an employee is on leave without pay or on FMLA.

Regular full-time employees who have worked for less than one year shall not receive pay for accrued vacation upon termination.

Regular full-time employees who have worked for more than one year shall be paid in full for all unused vacation upon termination.

Each employee shall be responsible for accurately recording all vacation time used on their timesheet before turning in to their department head. Accrued vacation will be added on the time sheet for the pay period ending on the 25<sup>th</sup> of the month. Each department head shall maintain and update on a monthly basis a vacation record for each employee and shall turn it in to the County Auditor monthly. The record shall show:

- The vacation balance at the start of the month;
- The hours of vacation earned during the month; and
- The hours of vacation used during the month.

On your anniversary date in 2017 you will receive your vacation time per the schedule above. This will be the last time this schedule is followed.

## 2 B-3 Sick Leave

All regular full-time employees of Sabine County shall be eligible for sick leave.

Employees shall accrue 8 hours of sick leave each month and will be so noted on the time sheet for the pay period ending on the 25<sup>th</sup> of the month. Accrual of sick leave shall start at the time an individual begins work for Sabine County in a position eligible for the sick leave benefit.

The maximum accrual that is allowed is 480 hours.

Eligible employees may use sick leave for absence from work for the following reasons:

- Personal illness or injury of the employee;
- Medical, dental or optical examinations or treatment; or
- Illness of a member of the employee's household who requires the employee's personal care and attention.

For purpose of this policy, immediate family shall be defined as spouse, child, parent, or other relative living in the employee's home who is dependent on the employee for care.

Where sick leave is to be used for medical appointments, an employee shall be required to notify his/her supervisor of the intent to use sick leave as soon as the employee knows of the appointment.

Where use of sick leave is not known in advance, an employee shall notify his/her supervisor of the intent to use sick leave within 30 minutes of the employee's normal time to begin work, when practicable. Where it is not practicable to notify the supervisor within 30 minutes of the normal starting time, the employee should notify his/her supervisor as soon as is reasonably practicable.

If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify his/her supervisor of the anticipated length of absence.

The employee will be placed on FMLA, if event and employee are eligible.

The department head shall have the right to require a physician's statement of injury or illness for either the employee's own illness or the illness of an immediate family member for absences of three or more consecutive days.

Employees who have a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

If an employee is on sick leave during an official county holiday, then that day shall not be counted against an employee's sick leave.

Employees shall not be allowed to borrow sick leave against future accruals.

Employees shall not be paid for unused sick leave at the termination of employment.

Sick leave may not be used as vacation or any other reason not addressed in this policy.

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