

**BUSINESS FOR CITY COUNCIL  
OF THE  
CITY OF ANGLETON**

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**SUBJECT:**

**DISCUSSION AND POSSIBLE ACTION ON APPROVING MODIFICATION OF  
POLICY MANUAL SECTION XII LEAVE OF ABSENCES**

REQUESTED BY: Greg Smith

SUBMITTED BY: Greg Smith

DATE SUBMITTED: FOR THE AGENDA OF: November 27, 2007

Expenditure Required: None

Available Funding: None

Attachments: Section XII Leave of Absences, sample conversion

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**SUMMARY STATEMENT: Department heads have been reviewing the city policy manual. The modifications we are requesting are in only one section at this time. We will be bringing the entire manual with changes to you in the future.**

**The first change that is being requesting in this section is the addition of PTO (personal time off). PTO will replace our current vacation and sick time. Each employee will have the option to convert to PTO and all employees will have only one opportunity to convert to PTO. The plan is outlined in the Policy attached.**

**We have meeting with most if not all the employees to discuss PTO. All employees have indicated that they are interested in changing to PTO. Employees will be given the choice to convert to PTO, it is not required.**

**Highlights:**

- 1) Employees will accrue 20 days (6.15 hours a pay period) of PTO a year.**
- 2) All current leave will be converted into PTO.**
- 3) Employees that have excess hours will convert into Special Sick Time (SST).**
- 4) SST will stay with the employee until the employment ends.**

**The other changes are:**

**Taking the employee birthday from under vacation and placing it under the holiday schedule.**

**Removing the extra (not needed) verbiage from section 10.**

**Changing number 8 to call it Bereavement Leave and better defining the times and amount of time you can take in a death.**

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**Recommendation: Approve the changes to Section XII of the employee policy manual.**

