



MILITARY LEAVE POOL

I. PURPOSE

To provide income protection for civil service fire and civil service police personnel during recall to active duty in the United States Armed Services (See Policy No, 330, Military Leave, for further information regarding military leave).

II. SCOPE

This policy applies only to current City employees in the fire department and police department who are civil service personnel.

III. POLICY

In accordance with Texas Local Government Code (TLGC), Section 143.075, this policy establishes "military leave time accounts." The City shall maintain two separate military leave time accounts; one for eligible fire department personnel and one account for eligible police department personnel. Requests will be granted by the City's Human Resources department and administered by the Payroll Administrator. Intra departmental commingling of these two separate accounts in regards to donations and usage is prohibited.

IV. GUIDELINES

- A Civil Service employees who would like to donate leave time hours (vacation, holiday and compensatory leave time) to the military leave time account must complete the proper forms.
- B Hours must be donated in increments of not less than 15 minutes. There is no maximum amount of hours that may be donated to the pool. Any combination of accumulated vacation, holiday or compensatory leave time may be donated to the military leave time account.
- C Probationary Fire and Police Department employees are not eligible to donate hours to the military leave time accounts.



- D Leave time (vacation, holiday or compensatory leave time) donated to a military leave time account will not, under any circumstances, be returned to the employee.
- E To be eligible to use leave hours from the military leave time account, employee must meet the following guidelines:
 - 1. Must not be in a probationary period in the fire or police department as a fire fighter, police officer or academy trainee;
 - 2. must be a member of the Texas National Guard or the armed forces reserves;
 - 3. must be recalled to active federal military duty while serving as a fire fighter or police officer;
 - 4. must have served on active military duty for 12 continuous months or longer and;
 - 5. must have exhausted the balance of their vacation, holiday, and compensatory leave time accumulations.
- F Distribution of accumulated hours in the military leave time account will be divided equally among all eligible individuals at the end of the departments' regular scheduled pay period. Donations and disbursements to the military leave account are made on an hourly basis without regard to pay rate or cash value.
- G The Human Resources Department is responsible for receiving requests for donations of hours, maintaining account balances and ensuring distribution of paid hours is in compliance with this policy.

V. PROCEDURES

A. Civil Service Fire Department Personnel

- 1. Fire civil service employees may donate vacation, holiday, and compensatory time hours to the fire department military leave time accounts by completing donation form and submitting the form to Human Resources.
- 2. Eligible fire civil service employees may use the military leave time account only after they have exhausted all of their own accrued leave (vacation, holiday and compensatory leave time) and been on continuous active military duty of



12 continuous months or longer. Hours will be used in increments of not less than 15 minutes.

3. At the end of each pay period, Human Resources will divide the hours in the pool equally among all eligible fire department employees; the maximum hours used to authorize pay to each eligible person is 112 hours per pay period.

B. Civil Service Police Department Personnel

1. Police civil service employees may donate vacation, holiday and compensatory time hours to the police military leave time account by completing donation form and submitting the form to Human Resources.
2. Eligible police civil service employees may use the military leave time account only after they have exhausted all of their own accrued leave (vacation, holiday and compensatory leave time) and been on continuous active military duty of 12 continuous months or longer. Hours will be used in increments of not less than 15 minutes.
3. At the end of each pay period, Human Resources will divide the hours in the pool equally among all eligible police department employees; the maximum hours used to authorize pay to each eligible person is 80 hours per pay period.