



Policy Revision Request

Requestor Name Brandon Gilstrap Emp # AP8265

This revision applies to Existing Policy 06-24-24

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

City council amended policy in 2023 to allow 6 month probationary employees to use vacation time without having to wait until their probationary period is over.

The portion of APD General Orders 955.4 “however, a civilian employee is not eligible to use it until completing at least six (6) months of service” no longer applies.

22. City Council Meeting on August 18, 2023 – Agenda Item No. 19, Chapter A Amend the Personnel Policies, Chapter A, Section III. B. 1. a. (2) a, to eliminate the waiting period for new City employees to use accrued vacation leave.

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

955.4 VACATION LEAVE

Employees start to accrue vacation leave immediately upon employment with the City; however, ~~a civilian employee is not eligible to use it until completing at least six (6) months of service and~~ a cadet is not eligible to use it until after graduating from the police academy.

Employees accrue vacation leave for 24 pay periods in a calendar year as regulated by City Personnel Policies (civilian) and the Meet and Confer Agreement (sworn).

The maximum allowable amount of vacation leave an employee may accrue and retain at any time is 400 hours.