

ORDINANCE NO. 3037

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS, AMENDING THE GENERAL GOVERNMENT POLICIES AND PROCEDURES BY DELETING SECTION 15.12 AND ADOPTING A NEW SECTION 15.12; THEREBY PROVIDING FOR CHANGES REGARDING PERSONAL LEAVE AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That the General Government Policies and Procedures is hereby amended by deleting Section 15.12 and adopting a new Section 15.12 to read as follows, said Policies and Procedures in all other respects to remain in full force and effect.

A. Section 15.12. Personal Leave.

Eligibility: All regular employees who have satisfactorily completed six months service are eligible for Personal Leave, not to exceed 24 hours per calendar year, for the following reasons:

- 1. **Death or funeral of family member:** To attend the funeral and handle the affairs of the deceased. Family member shall include immediate family, extended family, or person who served in "loco parentis".
- 2. **Family Medical Emergency:** To attend to a family member involving serious illness, injury, surgery, hospitalization, contagious disease, emergency medical treatment, or medical treatment requiring the presence of a family member.
- 3. **Uncontrollable Dwelling Damage:** Damage caused by "acts of God", fire, tornado, explosion, vandalism, burglary.

Approval: The City reserves the right to cancel or not approve Personal Leave. Where possible, all leave under this section must be approved in advance according to established departmental policy.

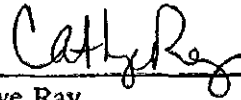
Documentation: Departments may require satisfactory proof of the need and duration of absence under this section and may disallow personal leave in the absence of such proof.

Duration: Employees are expected to utilize judgement and discretion in determining the duration of absences.

Abuse of Leave: Abuse of, failure to notify, deception in requesting, or unnecessary extension of Personal Leave are grounds for disciplinary action.

SECTION 2. The fact that the present ordinances of the City of Mesquite are inadequate for the employees of the City creates an urgency and emergency for the preservation of the public health, safety, and welfare and requires that this ordinance shall take effect immediately from and after its passage and publication of said ordinance, as the law in such cases provides.

DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 5th day of June, 1995.



Cathye Ray
Mayor

ATTEST:

APPROVED:



Lynn Prugel
City Secretary



B.J. Smith
City Attorney