

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF UNIVERSITY PARK, TEXAS, AMENDING SECTION 9.03.002 OF THE CODE OF ORDINANCES TO PROVIDE HOLIDAY LEAVE FOR CITY EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PARK, TEXAS:

Section 1. Chapter 9, Article 9.03, Section 9.03.002 “Holidays”, and Chapter 9, Article 9.03, of the Code of Ordinances of the City of University Park are amended to read as follows:

“Sec. 9.03.002 Holidays

(a) (1) The following holidays shall be officially observed by the officers and employees of the city:

- (A) The first day of January in each year.
- (B) The third Monday of January, designated as Martin Luther King Jr. Day.
- (C) The last Monday in May, designated as Memorial Day.
- (D) The nineteenth day of June, designated as Juneteenth.
- (E) The fourth day of July in each year.
- (F) The first Monday in September of each year, designated as Labor Day.
- (G) The fourth Thursday in each November, designated as Thanksgiving Day.
- (H) The Friday following Thanksgiving Day.
- (I) The twenty-fourth day of December, designated as Christmas Eve.
- (J) The twenty-fifth day of December, designated as Christmas Day.
- (K) Two personal holidays each year, to be used at the choice of the employee.

(2) For payroll purposes, all references to “workday” shall mean eight (8) hours for non-fire personnel and twelve (12) hours for fire personnel assigned to shifts.

(3) A firefighter is granted the same number of vacation days and holidays as granted to other municipal employees, provided that one of a firefighter's personal holidays shall hereafter be designated in remembrance of September 11.

~~)—On official employee holidays, none of the offices and departments of the city shall be open for the transaction of business except the police and fire departments and supporting auxiliary employees. Employees who are required to work on official employee holidays will be paid at the regular rate of pay for the number of hours worked, plus they will be paid either: (i) additional pay for the number of hours worked, at the regular rate of pay, or (ii) compensatory time off for the number of hours worked during the holiday, provided that such compensatory time off must be taken within six months after the date of the official employee holiday on which the employee worked and upon approval thereof by the employee's department head. The city manager or his designee shall maintain an accurate and comprehensive record about employees who are required to work on official employee holidays, the hours they work, compensation paid, compensatory time off credited, etc.~~

(b) In order to receive compensation for holidays employees must be at work the workdays before and after the official holiday unless absence is approved by the supervisor. If employees call in sick on days before or after holidays, they will be required to submit proof of illness prior to being paid for said holiday.

(c) Upon termination, employees will not receive compensation for their personal holidays when they have not been taken during the year.

Section 2. This ordinance shall take effect from and after its passage, as the law and Charter in such cases provide.

Duly passed by the City Council of the City of University Park, Texas, on the 19th day of September 2023.

APPROVED:

TOMMY STEWART, MAYOR

APPROVED AS TO FORM:

CITY ATTORNEY

ATTEST:

CHRISTINE GREEN, CITY SECRETARY