

Policy Changes Due to Oracle Configuration – **Effective 12/26/2020**

- Holiday Expiration for Sheriff's Office and Juvenile Detention
 - **2.03.9 HOLIDAY EXPIRATION FOR SHERIFF'S OFFICE AND JUVENILE DENTENTION:**
 - Employees of the Sheriff's Office and Juvenile Detention who work on a holiday will have 150 days from the date of the holiday to use it. After this timeframe, the holiday will expire and will no longer be able to be used. If the holiday falls on a date in which the employee is scheduled to be off, the employee will also be allowed 150 days from the date of the holiday to use it. After this timeframe, the holiday will expire and will no longer be able to be used.
- Vacation accruals will change once per year based on the employee's years of service on January 1 of each year.
 - **2.01.1 ACCRUAL RATE:**
 - Accrual Rates will change on January 1 of each year based on the employee's years of service on that date.
- Vacation Rollover will occur on December 31st each year.
 - **2.01.2 SCHEDULING:**
 - Vacation must be taken by December 31st of each year. After this deadline, any annual leave balance in excess of the maximum allowable shall be reduced to the maximum without compensation. The maximum allowable accumulation of unused vacation leave is one-half of the employee's annual accrual rate.
- Compensatory Time must be earned/banked prior to it being used
 - **4.07.1 POLICY APPLICATION:**
 - The Brazos County Commissioners Court discourages time and one-half payment for overtime, which is authorized by the elected official or department head in charge, only if adequate funds are available in the department's budget. In addition, the Court discourages the accumulation of compensatory time off at one and one-half times the number of hours worked because of the contingent liability this creates for the county. The preferable method is to schedule time off for the affected employee during the same work week before overtime is worked. Employees may not use Compensatory Time until it is earned/banked at the end of the pay period. If the Compensatory Time hours are not in the employee's Comp Time bank at the time leave is taken, the employee will not be allowed to use it until it is reflected in their Comp Time bank.
- Vacation Time must be earned/banked prior to it being used
 - **2.01.2 SCHEDULING:**
 - Employees may use the vacation as it is earned/banked. If the vacation hours are not in the employee's vacation bank at the

time vacation is taken, the employee will not be allowed to "borrow" from future accruals.

- FMLA – employees will be required to fully utilize their Sick, Comp, and Vacation (and then Sick Leave Pool hours if granted) in this order prior to going on an unpaid status.
 - **2.12.5 PAID AND UNPAID LEAVE:**
 - If an employee has accrued leave, the employee shall be required to use the FMLA leave time concurrent with paid leave and while on Workers Compensation.
 - Employees are required to exhaust their Sick, Compensatory Time, Vacation, and Sick Leave Pool hours (if granted) in this order prior to going on an unpaid status
 - **AN EMPLOYEE WHO HAS ACCRUED COMPENSATORY TIME WILL BE REQUIRED TO TAKE THAT COMPENSATORY TIME PRIOR TO TAKING ANY VACATION LEAVE.**
 - The maximum amount of paid and unpaid leave that may be used under this policy in any 12-month period is 12 weeks.
 - While on leave under this policy, an employee will continue to accrue vacation and sick leave in the same manner as if they were actively at work until they have exhausted the hours earned at the date the FMLA begins. Employees who are on leave under the FMLA and are unpaid will not be allowed to accrue vacation and sick leave.
- Sick Leave, Sick Leave Pool, & FMLA– Matching definition of Immediate Family
 - **2.02.2 (c)**
 - To attend to the illness or injury of a member of the employee's immediate family. IMMEDIATE FAMILY is defined as those individuals who live in the same household as the employee and are related by kinship, adoption, or marriage; or are foster children certified by the Texas Department of Child Protective and Regulatory Services; and an employee's minor child regardless of whether the child lives in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent.
 - **2.02.2 (d)** – deleted
 - **2.02.8.2 (a)**
 - IMMEDIATE FAMILY is defined as those individuals who live in the same household as the employee and are related by kinship, adoption, or marriage; or are foster children certified by the Texas Department of Child Protective and Regulatory Services; and an employee's minor child regardless of whether the child lives in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent.
 - **2.12.2 (c)**
 - to care for a spouse, child (under the age of 18 or if over 18 incapable of self-care due to a disability), or parent with a serious health condition;