

2022 Amendments to the Harris County Personnel Policies & Procedures

➤ **Section 8: Payroll Procedures, Time Reporting & Compensation**

8.09 *LONGEVITY PAY*

- 8.092 For purposes of determining Longevity Pay, Creditable Service is calculated on the first day of the Fiscal Year. Fractional years are not considered. Longevity Pay increases begin with the first paycheck after the employee's first year of employment.

Be amended to read:

- 8.092 For purposes of determining Longevity Pay, Creditable Service is calculated on the first day of the Fiscal Year. Fractional years are not considered. Longevity Pay increases begin with the first paycheck after the **beginning of the fiscal year.**

➤ **Section 12: Time Off & Leaves of Absence**

12.04 *SICK LEAVE*

- 12.050 Employees who have a [Break in Employment](#) forfeit all accrued Sick Leave. Department Heads who forfeited their sick leave balances when they became Department Heads get their prior sick leave balances restored if they become a [Regular Position Employee](#) again without a break in service.

Be amended to read:

- 12.049 Employees who have a [Break in Employment](#) forfeit all accrued Sick Leave. [Regular Position Employees](#) who move to a Part Time or Temporary Position within the same department or another County department without a Break in Service forfeit their Sick Leave balances. **Employees who forfeited their prior sick leave balances when they moved to a Part Time or Temporary Position get their prior sick leave balances restored if they become a [Regular Position Employee](#) again without a Break in Service.** Department Heads who forfeited their sick leave balances when they became Department Heads get their prior sick leave balances restored if they become a [Regular Position Employee](#) again without a break in service.
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12.08 *PAID PARENTAL LEAVE*

- 12.0837 Recipients of Paid Parental Leave must maintain employment with Harris County for at least 180 consecutive calendar days of continuous service immediately after the expiration of approved leave or reimburse Harris County for the Paid Parental Leave funds received.
- 12.0838 Harris County shall be entitled to recover from the employee any Paid Parental Leave funds received if such employee does not return to work for at least 180 days of continuous service after receiving Paid Parental Leave.

Be amended to read:

- 12.0837 Recipients of Paid Parental Leave must maintain **full-time** employment with Harris County for at least 180 consecutive calendar days of continuous service immediately after the expiration of approved leave, or reimburse Harris County for the Paid Parental Leave funds received.

- 12.0838 Harris County shall be entitled to recover from the employee any Paid Parental Leave funds received if such employee does not return to work **as a full-time, Regular Position Employee** for at least 180 days of continuous service after receiving Paid Parental Leave.
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12.09 INFANT SICK LEAVE

In recognition of the additional medical care needs of infants after birth, Harris County will provide eligible employees up to 40 hours of Infant Sick Leave to seek medical care for their infants during the infant's first year. An employee will not receive more than the maximum allotted amount of Infant Sick Leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster-to-adopt placement event occurs within that 12-month time frame. The Infant Sick Leave expires a year after the birth and also applies to adopted and foster-to-adopt placement infants. Eligible employees must provide medical documentation to support the need to use Infant Sick Leave.

Be amended to read:

12.09 INFANT SICK LEAVE

In recognition of the additional medical care needs of infants after birth, Harris County will provide eligible employees up to 40 hours of Infant Sick Leave to seek medical care for their infants during the infant's **first 12 months of birth**. An employee will not receive more than the maximum allotted amount of Infant Sick Leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster-to-adopt placement event occurs within that 12-month time frame. The Infant Sick Leave expires a year after the birth and also applies to adopted and foster-to-adopt placement infants. Eligible employees must provide medical documentation to support the need to use Infant Sick Leave.

Example: *Jessica's baby was born on May 2, 2022. Jessica has until May 1, 2023 to use up to 40 hours of Infant Sick Leave to seek medical care for her infant.*

➤ Section 14: Separation from Employment

14.04 BENEFITS UPON SEPARATION

- 14.041 You will get paid for unused Vacation unless you separate and return to the County without a Break in Employment. For purposes of this section, Vacation does not include allowances, incentives or Longevity Pay.

Be amended to read:

- 14.041 You will get paid **based on your final regular rate of pay** for unused Vacation **unless** you separate and return to the County without a Break in Employment. For purposes of this section, Vacation does not include allowances, incentives or Longevity Pay.

Upon approval, Human Resources & Risk Management will coordinate with the Auditor's office to implement and communicate this change to departments. Additional non-substantive and formatting changes may be made prior to distribution.