



## HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

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Director of Human Resources

To: Judge KP George  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner Dexter McCoy

From: Nicole Ledet

Date: March 8, 2024

Subject: Revision to Policy 709- Sick Leave of Employee Information Manual

Human Resources is submitting the recommended revisions to the Fort Bend County Information Manual, Policy 709- Sick Leave as proposed by Fort Bend County Juvenile Probation and Commissioner Precinct 4. The recommendation to increase sick leave accruals is as follows:

### Section 709.01 Policy and Accrual

All full-time employees, as defined in Policy 401 Categories of Employment, will accrue sick leave at the rate of 4.23 hours per pay period. Temporary and part-time employees do not accrue sick leave. Use of accrued sick leave is subject to the approval of an employee's supervisor, elected official or department head. There is no limit to the amount of sick leave full-time employees may accrue. However, any payment of accrued sick leave upon retirement is subject to the provisions of this policy.

<b><u>Current Sick Leave Accruals</u></b>	<b><u>Annual Accrual</u></b>
2.47 hours per pay period	64.22 hours

<b><u>Proposed Sick Leave Accruals</u></b>	<b><u>Annual Accrual</u></b>
4.23 hours per pay period	110 hours

The proposed increase to sick leave accruals will benefit the overall health and wellness of all employees of Fort Bend County.