

2021 Leave Policy Updates and Changes for General Employees

Compensatory (Comp) Time

- Exempt employees can earn up to 120 hours annually
- Eliminate ability to use and earn back more than 120 hours per year effective 2021
- Maximum carry-over of 40 hours from one year to the next after 2021 going into 2022

Holidays

- Currently eight fixed holidays, one floating holiday
- In 2021 adding one additional floating holiday

Major Medical Leave

- Major Medical Leave accrual stops at the beginning of 2021
- Moving all Major Medical hours earned since July 20, 2019 to new Sick Leave bucket (i.e. Gray bucket hours)
- Hours earned before July 20, 2019 will remain untouched for employees to use and still count towards retirement and pension calculations

NEW! Parental Leave

- Six weeks in length
- Must be eligible for Family Medical Leave (FMLA)
- Must be taken within first six months after birth, adoption or placement
- Available starting October 1, 2020 via Major Medical Leave. Available as separate leave on January 1, 2021

Sick Leave

- All employees receive 10 days annually, fixed for all years of service
- Major Medical hours earned since July 20, 2019 will be moved to this bucket
- Can be used for employee, spouse, children or parents
- Sick Leave earned through the end of 2020 will be payable upon termination. Sick leave earned starting in 2021, and going forward, will not be payable upon termination

Vacation Leave (No Changes)

- Employees can earn between 15 – 23 days depending on length of service
- Required to use at least 10 days per year, after reaching 50 days
- Employees may sell back up to five days a year

Note: Currently there are no updates or changes planned for the Donation or Vacation Bank processes and how they are administered.

For specific questions about the new Leave Policy updates and changes please contact the HR Benefits office by sending an email to leave@fortworthtexas.gov or call 817-392-7782.