



Galveston County Human Resources Policy Manual

Policy HR008-Time Off Plans

Holiday Pay

Benefit eligible employees shall be allowed holiday paid leave as authorized by Commissioners Court, effective immediately upon hire, unless required to work by their Department Head.

When an Employee is required to work on a County-paid holiday, the Employee will receive eight (8) hours of holiday pay at straight time in addition to compensation for all hours actually worked.

Half-Time Employees are eligible for paid holiday leave only if the holiday occurs on a day they are scheduled to work.

Employees on any unpaid leave of absence are not permitted holiday paid leave.

Employees absent without permission on the workday immediately before or after a holiday are not permitted holiday paid leave.

Vacation Award Policy - *(Revised 10/01/2026)*

Employees must obtain prior approval from their supervisor for any vacation leave. All vacation requests must be submitted through the County's timekeeping system. Vacation leave requested in increments of less than fifteen (15) minutes will not be approved.

Vacation is awarded annually, not accrued bi-weekly. Employees receive their full annual allotment at the beginning of each calendar year.

1. Introductory Employees

Introductory Employees will be awarded one-half of their first-year vacation allotment after six (6) months of employment. Employees who separate prior to six months are not entitled to any vacation payout.

2. Full-Time Employees (Post-Introductory Period)

Annual vacation awards will be provided according to years of service:

YEARS OF SERVICE	VACATION AWARD
1 – 4 YEARS	80 HOURS
5 - 9 YEARS	120 HOURS
10+ YEARS	160 HOURS



Galveston County Human Resources Policy Manual

3. Half-Time Employees

Half-time Employees will receive one-half the annual vacation award provided to Full-Time Employees.

Use-It-or-Lose-It Policy (No Carryover)

All vacation must be used within the award year.

Employees may not carry forward any unused vacation into the next award year.

Unused vacation hours expire at the end of the award year and are permanently forfeited.

This replaces the previous policy in [HR Policy Manual](#) that allowed up to 150% carryover.

No Payout Under Any Circumstances

Vacation may not be paid out at separation, retirement, death, or any other event.

This eliminates the prior bifurcated payout system in [HR008- Time Off Policy](#), which allowed up to 120 hours or 150% of annual entitlement depending on hire date.

Employees may not receive pay in lieu of taking vacation leave at any time.

Rules for Use

1. Vacation requests require prior supervisor approval through the timekeeping system.
2. County holidays occurring during approved vacation will not reduce vacation balance.
3. Illness during vacation may be converted to sick leave only with medical documentation and supervisor approval.
4. Vacation awards are not granted while an Employee is on unpaid status. Employees on approved unpaid leave at the time of the annual vacation award will receive the annual award upon returning to active paid employment status.
5. Employees may not borrow against future awards.
6. Vacation may not be transferred, donated, lent, or pooled.
7. Vacation may not be used as sick leave.
8. Employees must verify vacation use each pay period when approving their timesheet.



Galveston County Human Resources Policy Manual

Recordkeeping Requirements

Departments must maintain accurate vacation records in the County's timekeeping system, documenting any vacation used each pay period.

At year-end, any unused vacation hours remaining in an employee's balance will be forfeited and will be automatically removed from the timekeeping system.

Separation from Employment

Employees separating from the County will not receive any payout for unused vacation, regardless of hire date or employee classification.

No payout is provided to an estate. All unused vacation expires on the date of death.

This supersedes all previous vacation payout rules contained in [HR Policy Manual](#) and [HR008- Time Off Policy](#).

Sick Leave Award Policy

Sick leave benefits are not an earned right; they are a privilege granted by the County. Sick leave may be used only for approved purposes as defined in this policy. Department Heads may require medical verification at any time as a condition of approving sick leave.

Introductory Employees

Introductory Employees will be awarded one-half of their first-year sick allotment after six (6) months of employment. Employees who separate prior to six months are not entitled to any sick leave payout.

Full-Time Employees

Full-Time Employees are awarded their full annual sick leave allotment of **80 Hours** at the beginning of each calendar year.

Sick leave awards are not accrued biweekly; the full allotment is awarded at the beginning of each calendar year.

Half-Time Employees

Half-Time Employees are awarded sick leave at one-half the Full-Time annual award rate.

Maximum Sick Leave Limit:

Employees may not accumulate more than **40 days / 320 hours** of sick leave.



Galveston County Human Resources Policy Manual

Employees are not awarded sick leave while in any unpaid status. Employees on approved unpaid leave at the time of the annual sick leave award will receive the annual award upon returning to active paid employment status.

At year end, unused sick leave will carry over from year to year, however, employees may maintain a maximum balance of 40 days / 320 hours. Employees will receive an annual sick leave award of 80 hours at the beginning of each calendar year, provided their balance is below the maximum limit allowed.

No Sick Leave Payout Under Any Circumstances

1. **No payout of unused sick leave is permitted at:**

- Separation from employment
- Retirement or Disability retirement
- Appointment or election to an official position
- Death (no payout to the estate)

This provision eliminates the prior bifurcated system that provided partial payout for Employees hired before October 1, 2011. **No Employee, regardless of hire date or status, shall receive a payout of any unused sick leave.**

Sick leave is for use only during active employment and may not be converted to cash or compensation at any time.

This policy supersedes all previous sick leave payout rules contained in [HR Policy Manual](#) and [HR008- Time Off Policy](#).

Permitted Use

1. A Department Head may authorize sick leave when an Employee is unable to perform job duties due to illness, injury, or other temporary disability.
2. Sick leave may be used to care for an immediate family member who resides with the Employee or for whom the Employee has caretaker responsibilities.
3. Department Heads may require medical verification at any time as a condition of approving sick leave.



Galveston County Human Resources Policy Manual

Prohibited Use

1. Sick leave may not be used in lieu of vacation.
2. Sick leave may not be borrowed against future awards.
3. Sick leave is not permitted on the workday immediately before or after a holiday unless medical documentation is provided and the Department Head grants approval.

Recordkeeping

Department Heads must ensure sick leave uses are accurately maintained in the County's timekeeping system.