

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2.5b

Subject: Military Leave Time Accounts

Effective Date: July 13, 2010

Approved: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director/Date

I. PURPOSE

The purpose of this policy is to establish a military leave time accounts program for the Fire and Police departments.

II. RULES/PROCEDURES

- A. Military leave time accounts shall be established for civil service personnel in the Fire and Police departments which will be maintained separately for each department.
- B. The military leave time accounts shall benefit a Firefighter or Police Officer who:
- Is a member of the Texas National Guard or the armed forces reserves of the United States;
  - Was called to active federal military duty while serving as a Firefighter or Police Officer for the city;
  - Has served on active duty for a period of 12 continuous months or longer; and
  - Has exhausted the balance of the employee's vacation, holiday, personal leave and compensatory leave time accumulations.
- C. A Firefighter or Police Officer may donate any amount of accumulated vacation, holiday, personal leave, sick leave, or compensatory leave time to the military leave time account in that Firefighter's or Police Officer's department to help provide salary continuation for Firefighters or Police Officers who qualify as eligible beneficiaries of the account under Section B.
- D. Firefighter or Police Officer who wishes to donate time to an account under this section must authorize the donation in writing on Attachment A.
- E. The leave time that is donated shall be equally distributed to the military leave time account among all Firefighters or Police Officers who are eligible beneficiaries of that account. The applicable military leave account shall be debited and credited on an hourly basis regardless of the cash value of the time donated or used.

### III. EMPLOYER RESPONSIBILITIES

- A. At the beginning of each calendar year, the total hours for each account will be equally allocated among the employees in their respective departments who are eligible to receive the hours. The departments will identify the eligible employees.
- B. A code will be set up for Police and one for Fire. These codes will hold the donated hours which go into the separate banks for eligible employees.

### IV. EMPLOYEE RESPONSIBILITIES

- A. Police Officers and Firefighters may designate the amount of hours they wish to donate to the accounts. Police Officers may donate to the Police account and Firefighters may donate to the Fire account by submitting the Military Leave Time Accounts Donation Form to Personnel. (See Attachment A)
- B. Hours may be donated during the annual enrollment period for benefits, at retirement, and upon termination.

**The City of Beaumont  
Military Leave Time Account Donation Form**

I have read policy number 2.5b of the City of Beaumont City Policy Manual concerning the Military Leave Time Accounts and desire to participate by donating to the account.

**I understand that leave time, once donated to the Military Leave Time Account, will be subtracted from my accrued vacation, holiday, personal leave, sick leave or compensatory leave. All donations to the Time Accounts become the property of the Military Leave Time Account and cannot be returned.**

My authorization to donate leave in the City of Beaumont Military Leave Time Account and deduct said hour(s) from my accumulated leave is verified by my signature and the information below:

(PLEASE PRINT)

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

ACCRUAL DONATED:

Vacation: \_\_\_\_\_ Holiday: \_\_\_\_\_ Personal Leave: \_\_\_\_\_ Sick Leave: \_\_\_\_\_ Compensatory Leave: \_\_\_\_\_

I understand that the Military Leave Time Account is to help provide salary continuation for Firefighters or Police Officers who qualify as eligible beneficiaries.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE PERSONNEL DEPARTMENT**