



City of Austin

Recommendation for Action

File #: 26-1362, **Agenda Item #:** 26.

4/9/2026

Posting Language

Approve a resolution amending Resolution No. 20250410-063 to establish a new vacation leave accrual rate for the City Clerk equal to the vacation leave accrual rate of the highest per pay period accrual rate for regular full-time, exempt City employees who are not covered under a state civil service system. Funding: This item has no fiscal impact.

Lead Department

Human Resources.

Fiscal Note

This item has no fiscal impact.

Prior Council Action:

April 10, 2025 - Council unanimously approved Resolution No. 20250410-063 appointing a City Clerk and establishing compensation and benefits.

For More Information:

Susan Sinz, Director, 512-974-3215; Rebecca Kennedy, Deputy Director, 512-974-3293.

Additional Backup Information:

City Council approved Resolution No. 20250410-063 on April 10, 2025, establishing compensation and benefits for the City Clerk. The Resolution established that the City Clerk would receive 1.92 days of paid vacation leave per month, with a maximum accumulation of 400 hours.

Due to system upgrades, changes to vacation leave accruals for non-sworn employees not covered by collective bargaining or meet and confer agreements were made in November 2025. These modifications were necessary because the new system calculates leave accruals in quarter-hour increments, rather than the decimals that did not equate to actual minutes used by the previous system.

This amendment will update the vacation leave benefit for the City Clerk and align it with other City executives, who earn vacation leave at the same rate as the highest per pay period accrual rate for regular full-time, exempt city employees who are not covered under a state civil service system. There is no change to the established maximum accrual rate of 400 hours, or payout of 240 hours, upon separation from the City.