



CITY OF DENTON, TEXAS

PARKS & RECREATION DEPARTMENT

901 TEXAS ST. SUITE B, DENTON, TX 76209 • (940)349-PARK • FAX (940)349-8384 • parksrec@cityofdenton.com

Parks Maintenance Attendance Policy

Revised 1/1/2023

(Non-Exempt Employees)

In order to effectively maintain the operation of the Parks Maintenance Division it is essential to have a complete work force on a daily basis. Park maintenance hours are Monday – Friday 7:00am to 3:30pm.

Employee Sick Leave

- Sick leave can only be approved by a supervisor or manager
- Pre Authorized sick leave is defined as leave that has Manager/Supervisor approval prior to 8pm on the evening prior the next shift.
- All sick leave approved after 8pm on the evening prior to the next shift must be accompanied by a doctor's excuse within 24 hours after returning to work to be considered an Authorized Absence.
- Employees will be required to present a Dr.'s excuse if sick leave exceeds 24 consecutive hours in any given period.
- Full-Time employees that use leave without pay for Non-FMLA / ADA related absences will be subject to disciplinary action in accordance with City policy (111.01).
- Sick Leave will not be authorized if the employee fails to contact their manager/supervisor before the beginning of shift. Failure to report to work at the beginning of their shift and not contacting a manager/supervisor will result in leave without pay and/or disciplinary action.

Employee Vacation Leave

- Authorized vacation leave is defined as leave that has Manager/Supervisor approval prior to 8pm on the evening prior the next shift.
- Employees requesting more than 3 consecutive days of vacation leave must submit their request for approval 1 week prior to desired vacation time, failure to do so could result in denial of vacation.
- Vacation Leave will not be authorized if the employee fails to contact their manager/supervisor before the beginning of shift. Failure to report to work at the beginning of their shift and not contacting a manager/supervisor will result in leave without pay and/or disciplinary action.

Tardiness

- Tardiness will be tracked by supervisors and managers, excessive tardiness and habitual patterns will be disciplined at the discretion of the supervisor/manager.
- Employees that will be late must notify a manager or supervisor prior to 7:00am, if notification occurs after 7:00am the employee will receive leave without pay until he/she clocks in.

Flex Time (Time worked in the same work week that time was missed)

- Park Managers have the authority to approve or deny the use of Flex time/scheduling.
- Employees must complete the Hours of Work/Flex Time Agreement form in order to have that time pre-approved by their Park Manager. This must be done no less than 24 hours in advance, unless approved by Park Manager.
- Park Manager has the discretion and authority to offset any overtime with Flex Time. *(example: employee works 2 extra hours on Thursday, Superintendent may require the employee to clock-out 2 hours early during the same week OT has been worked on Friday)*

Leave requests outside of working hours must be approved by a manager or supervisor listed below. Requests left on voicemail will not be considered authorized. Text messaging is allowed, however you must receive a positive response from a manager or supervisor before the request is considered approved.

This policy does not affect FMLA or ADA cases as reported to Human Resources.

	Contact Information	
Russell Koch:	Office – (940) 349-8412	Cell – (940) 395-6226
Craig Arrington:	Office – (940) 349-8451	Cell – (940) 453-9941
Marshall McGee:	Office – (940) 349-8430	Cell – (972) 704-4639

Employee Signature

Date

Employee's Printed Name

Employee ID

Parks Manager Signature