



SUBJECT: Amendment to PD-23, "Employee Political Activity and Participation in Labor Organizations"

Effective September 1, 2025, PD-23, "Employee Political Activity and Participation in Labor Organizations" (rev. 8) is amended to add the provisions below in regard to the creation of a Legislative Leave Pool (LLP):

III. Legislative Leave Pool

A. Legislative Leave Pool Contribution

A correctional employee within the Correctional Career Path series may voluntarily contribute compensatory or vacation time to the LLP. Contributions are limited to a maximum of eight hours per fiscal year. To initiate a contribution, a correctional employee shall complete and submit Section I of the PERS 18, "Legislative Leave Pool Contribution and Withdrawal," to their respective Human Resources (HR) specialist. By initialing and signing the PERS 18, the correctional employee acknowledges the following terms and confirms the number of compensatory or vacation hours to be contributed.

1. Separating employees will not be paid for any compensatory or vacation time contributed to the LLP.
2. Contributions may not be designated for any specific employee.
3. Contributions are considered wages for income tax purposes.

B. Legislative Leave Pool Withdrawal

A correctional employee may request to withdraw time from the LLP with the consent of an association that meets the criteria listed in Section III.B.1. To initiate a withdrawal, a correctional employee shall complete Section II of the PERS 18, specifying the number of hours requested, and obtain a letter from the association. The letter must confirm that the association meets the criteria in Section III.B.1 and detail the employee's anticipated participation in the legislative activity, including the expected days and hours. The employee shall submit both the PERS 18 and the letter to their respective HR specialist as soon as practicable prior to the legislative activity. The respective HR specialist is responsible for validating the PERS 18 and emailing it to HRLeaves@tdcj.texas.gov.



1. Association Eligibility Criteria

Associations that invite a correctional employee to participate in a legislative activity on their behalf must meet the following criteria:

- a. The active legislative activity is directly related to correctional employment within the agency.
- b. The association has at least 5,000 active or retired members.
- c. The association is governed by a board of directors.

2. Approval and Hour Allocation

Submission of a withdrawal request does not guarantee approval and is subject to review and approval by the LLP administrator. By initialing the PERS 18, the correctional employee acknowledges the pool balance can fluctuate, and the availability of hours for withdrawal is contingent upon sufficient donations.

3. Maximum Allowable Hours

A correctional employee may request to withdraw no more than 80 hours in a 160-hour work cycle and no more than 480 hours in a fiscal year.

4. Subsequent Requests

Requests to cover additional days beyond an initially approved withdrawal shall be submitted on a new PERS 18.

If you have any questions, please contact Support – Leaves Section, Human Resources Division, at 936-437-4141.

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