



SUBJECT: PD-49, "Leaves Other than Medical and Parental"

Effective July 14, 2025, PD-49, "Leaves Other than Medical and Parental" (rev. 16) is amended to include the following provisions in PART C: LEAVES WITHOUT PAY (LWOP).

1. Unexcused Leave

A new LWOP category, LWOP-Unexcused Leave/UL, has been created to allow for seven consecutive days of unexcused leave. To support this change, the language in Part C, Section V.A.1 is modified to exclude the phrase "employee that did not report to work as scheduled."

2. Separation Process

When an employee exceeds seven consecutive days of unexcused leave, regardless of their accrued time balance, their respective human resources specialist shall initiate an administrative separation in accordance with the PD-24, "Administrative Separation" amendment published on July 14, 2025.

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

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