



SUBJECT: Amendment to PD-49, "Leaves Other Than Medical and Parental" (rev. 16)

Effective September 1, 2025, PD-49, "Leaves Other Than Medical and Parental" (rev. 16) is amended to revise the following provision in PART A: ACCRUED LEAVES.

I. Vacation, Holiday, Compensatory, and Overtime Leave

A. Leave Accruals and Availability

3. Compensatory Leave

An employee who works compensatory time shall be credited compensatory leave hour for hour worked. An employee shall not be paid for unused compensatory leave to avoid its lapse.

- a. Compensatory time earned by all employees, before, on, or after September 1, 2025, rolls into an employee's vacation balance if not used within 24 months of accrual.

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

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