



SUBJECT: Amendment to PD-91 "Work Cycles and Compensable Hours of Work" (rev. 6)

This provision supersedes Section I outlined in the addendum dated March 23, 2020. Employees shall reference PD-94, "Teleworking" for working from home guidelines.

This provision supersedes the addendum with the effective date of September 1, 2023.

Effective September 1, 2025, PD-91, "Work Cycles and Compensable Hours of Work" (rev. 6) is amended to replace the provisions of Section IX.A. as follows:

A. Compensatory Time

1. 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, at 936-437-4141.

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