

**JANUARY 2022 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVE:

PD-46 (rev. 8), “Medical and Parental Leave”

- The PERS 301, PERS 592, and PERS 594 have been replaced with the LTR 301, LTR 592, and LTR 594; these are now automated mainframe forms utilized by all unit and departmental human resources representatives.
- Revised Policy statement.
- Added definitions for Covered Active Duty, Electronic Signature, and Working Retiree; revised definitions of As Soon as Practicable, Certification, Health Care Provider, Health Care Provider’s Statement, Immediate Family, Release to Return to Work, and Serious Health Condition; and deleted definitions of Licensed Practitioner, Licensed Practitioner’s Statement, and Medical Fact.
- Discussion: Added reference to PD-51, “Family Leave Pool.”

Procedures, Part A: Family and Medical Leave

- Section I.C: Language added for Midstream Eligibility.
- Section II.A: Revised to clarify employee responsibilities.
- Section II.C.1.c(2): Added reference to an employee being subject to disciplinary action in accordance with PD-22 if the employee has returned to work and fails to provide the required certification.
- Section II.C.3: Revised to state that additional certification for FML beyond the original certification is required by the due date on the LTR 592.
- Section II.C.7: Language added for Midstream Entitlement.

Procedures, Part B: State Parental Leave

- Section III: Revised language pertaining to leave used for the birth or adoption of a child under three years old; specifies that allowed leave may not be used intermittently. Similar subsequent language added throughout.

Procedures, Part C: Sick Leave

- Section III.D: Added section for Use of Sick Leave for Self or Immediate Family Member.

Procedures, Part D: Misuse of Sick Leave

- Section I.A: Revised to state that certification requested due to misuse of sick leave will be due within 15 calendar days.
- Section II: Added language that the beginning date of the 180-calendar day period shall be the same as the date of the employee’s signature for certification requested due to a pattern of unscheduled use of leave.

Procedures, Part E: Donation of Sick Leave Hours

- Section II.A.3: Revised to state that to be eligible to receive donated sick leave, an employee shall provide a current certification.

Procedures, Part F: Extended Sick Leave With Pay

- Section I: Revised to state that the one-time benefit of extended sick leave with pay may be granted for up to six workweeks.
- Section II.F and G: Added language that in order to be eligible, the employee may not be on misuse of sick leave or be a working retiree.

Procedures, Part G: Use of Leave Without Pay

- Section I.B.1.d: Added clarification that the maximum period for LWOP-Other is 30 calendar days in a rolling 12-month period.
- Section II: Revised to clarify employee responsibilities.

Procedures, Part H: Return to Work

- Section I.A & B: Added language stating if the employee only provided a release, the employee has until the due date listed on the LTR 592 to submit the missing information.
- Attachments were updated for consistency with changes to the policy.
- Grammatical and formatting updates made.

EXECUTIVE DIRECTIVE:

PD-51, “Family Leave Pool”

- This new directive establishes guidelines for the agency’s new family leave pool pursuant to the requirements of HB 2063, 87th Legislature. HB 2063 establishes a state employee family leave program to provide eligible state employees more flexibility in bonding with and caring for children following birth, adoption, or foster placement and in caring for a seriously ill family member or for the employee. The bill requires the TDCJ through this program to allow an employee to voluntarily transfer sick or vacation leave to a family leave pool; makes the time available for use by an eligible employee after exhaustion of all paid leave entitlements for a qualifying purpose; and sets allowable withdrawal caps.