

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>July 2, 2021</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>July 2021</u> Personnel Manual Update

Please update your Personnel Manual as follows effective July 1, 2021.

NUMERICAL INDEX:

Remove the existing Numerical Index dated June 1, 2021.

Insert the revised [Numerical Index](#) dated July 1, 2021.

EXECUTIVE DIRECTIVE:

PD-50 (rev. 10), “Sick Leave Pool”

- Added definitions for Active Payroll and Working Retiree; and revised definitions of Licensed Practitioner, Licensed Practitioner’s Statement, Release to Return to Work, Sick Leave, and Sick Leave Pool.
- Section I.B.3: Revised to clarify the minimum contribution a separating full-time and part-time employee can donate.
- Section II.B.1.b: Added language that a working retiree is not eligible to withdraw from the sick leave pool.
- Section II.D.1.a(1) and (2): Removed prognosis for recovery and anticipated date of return to active employment from the requirements in a licensed practitioner’s statement.
- Section III.A: Removed second paragraph; procedurally no longer allowed.
- Attachment A: Replaced Month/Day of Birth with Payee ID and added requests for email; and revised to clarify that part-time employee contributions shall be in eight- or four- hour increments.
- Attachment B: Replaced social security number with Payee ID, added requests for email, and revised to reflect changes in policy.
- Grammatical and formatting updates were made.

If you have any questions, please contact Shannon Wood, Manager II, Employee Services, at (936) 437-3175.

Remove the existing PD-50.

Insert the revised [PD-50](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Kristy Jeter at (936) 437-4049 (Email User ID KJE3473).

PG: kj