

**JULY 2021 PERSONNEL MANUAL UPDATE  
SUMMARY OF REVISIONS**

**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.