

**DECEMBER 10, 2020 PERSONNEL MANUAL UPDATE
SUMMARY OF REVISIONS**

EXECUTIVE DIRECTIVE:

PD-49, “Leaves Other than Medical and Parental” (rev. 14)

- Part A, Accrued Leaves, Section II.C.2: Revised to clarify that a non-reduction-in-force employee may be allowed to remain on payroll to exhaust accrued leave balances unless they are a *Fair Labor Standards Act* exempt employee who is dismissed or allowed to resign or retire in lieu of dismissal, but that any requests to remain on payroll and exhaust hours in excess of 336 hours of accrued holiday or compensatory leave require division director approval.

- Part B, Administrative Leave, Section VI.A.12: Revised to include an additional category of administrative leave by allowing the executive director or designee to authorize administrative leave during a state of disaster, other emergency incident, or to comply with federal law.