

PD-49 Addendum published via mainframe email, effective March 18, 2020:

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TO: All Personnel Manual Holders

FROM: Patty Garcia  
Director,  
Human Resources Division

SUBJECT: Addendum to PD-49, "Leaves Other than Medical and Parental" (rev. 13)

Effective March 18, 2020, PD-49, "Leaves Other than Medical and Parental" (rev. 13) is revised to incorporate an additional category of administrative leave:

- Procedures, Section VI.A:

#### VI. Other Categories of Administrative Leave

- A. Wardens and department heads are the designated authorizing officials for administrative leave for the following categories; however, the executive director may grant additional days or administrative leave for purposes not listed herein when the best interest of the employee and TDCJ would be served.

#### 12. Additional Reasons for Administrative Leave

The executive director or designee during a state of disaster, other emergency incident, or to comply with federal law may authorize administrative leave for staff.

PD-49, "Leaves Other than Medical and Parental" is currently in revision to include these procedural changes.

All human resources representatives are requested to post this email notification in a common use area. All personnel manual holders are requested to insert this email addendum in front of PD-49.

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

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