

## DECEMBER 2011 PERSONNEL MANUAL UPDATE

### **EXECUTIVE DIRECTIVES:**

#### **PD-24 (rev. 3), “Administrative Separation”**

1. Procedures:
  - \* Section V.B: Revisions have been made to include the human resources director in the approval process for administrative separation, which mirrors the procedures found in PD-22.
2. Attachment A: List of Reasons for Administrative Separation has been revised in order to bring it into compliance with the Family and Medical Leave Act (FMLA).