

TO: All Personnel Manual Holders

FROM: Patty Garcia,
Director
Human Resources Division

SUBJECT: Addendum to PD-49, "Leaves Other than Medical and Parental"

Effective September 1, 2017, PD-49, "Leaves Other than Medical and Parental" is revised to incorporate the requirements of SB 73, 85th Legislature and additional updates to the PERS 24, TDCJ Leave Request:

- Added definition:
"Veteran," for the purpose of this directive, is an employee who has served in the U.S. Army, Navy, Air Force, Coast Guard, or Marine Corps, or the Texas National Guard.
- Procedures, Part B, Added Section V:

V. Medical and Mental Health Care Leave for Veterans

An employee who is a veteran may be granted up to 15 workdays each fiscal year to obtain medical or mental health care under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs, to include physical rehabilitation.

A. Employee Responsibility

In order to receive administrative leave for medical and mental health care, an eligible employee shall complete the PERS 638, Request for Veterans Health Administration Leave (Attachment C), and PERS 24, TDCJ Leave Request, and submit to the employee's supervisor, along with documentation of the appointment.

B. Human Resources Representative Responsibility

The human resources representative shall confirm the employee's veteran's status and forward the PERS 638, PERS 24, and documentation of the appointment to the warden or department head for signature.

C. Approval Process

The warden or department head shall forward the signed PERS 638 to the human resources director for review and approval.

The human resources director shall return the signed PERS 638 to the employee's human resources representative, who shall provide a copy to the employee and file a copy in the employee's unit or department human resources file.

- Attachment A, PERS 24, TDCJ Leave Request, includes the following significant changes and will be available on the TDCJ website as a separate link under PD-49 on the Policies and Procedures webpage:
 - Revised form to title case, instead of all caps. Replaced social security number with Payee ID number. Added new categories of administrative leave for Adverse Weather and Veterans Health Administration Leave to include indication that a DM is required for Adverse Weather;

and combined the State Firefighting Volunteer Training with the State EMS Volunteer Training category. Revised Section III, Leave Without Pay, by including a description of (FML, Sick Leave, Workers' Comp) after LWOP/Medical; and added a check box for LWOP/General.

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 Jason Tucker, Manager, Employee Services at (936) 437-4064.

Authority: Patty Garcia
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