



SUBJECT: PD-24, "Administrative Separation"

Effective July 14, 2025, PD-24, "Administrative Separation" (rev. 5) is amended to introduce two new reasons for administrative separation: 3k and 8.

1. Failure to Meet Conditions of Employment  
Employees may be administratively separated if it is determined they failed to meet the conditions of their employment as defined in 3k.

3k. An employee fails to meet the required standards of performance or conduct during the six-month new hire probationary period. This includes, but is not limited to, failure to meet established work expectations or violation of agency rules and procedures, as determined by the employee's supervisor and in accordance with TDCJ policies.

Additionally, employees administratively separated within the six-month probationary period shall be ineligible for reemployment with the TDCJ for a period of one year from the date of separation.

2. LWOP – Unexcused Leave  
Reason 8 within the Attachment A, "List of Reasons for Administrative Separation" has been re-designated as "LWOP - Unexcused Leave." Reason 8 now refers to the exhaustion of seven consecutive days of unexcused leave, including cases of job abandonment. Accordingly, the former Reason 8, "Decision of Executive Director Regarding Direct Report" is now found as Reason 9. The new Reason 8, LWOP - Unexcused Leave, is defined as follows:

8. An employee fails to report for work and remains absent for seven consecutive workdays without proper notification or authorization, thereby exceeding the permissible unexcused leave in accordance with the PD-49, "Leaves Other than Medical and Parental" amendment published on July 14, 2025.

If you have any questions, please contact Support – Leaves Section, Human Resources Division, at 936-437-4141.

Authority: Mary Babcock  
Director,  
Human Resources Division



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

Effective July 14, 2025, PD-49, "Leaves Other than Medical and Parental" (rev. 16) is amended to include the following provisions in PART C: LEAVES WITHOUT PAY (LWOP).

1. Unexcused Leave

A new LWOP category, LWOP-Unexcused Leave/UL, has been created to allow for seven consecutive days of unexcused leave. To support this change, the language in Part C, Section V.A.1 is modified to exclude the phrase "employee that did not report to work as scheduled."

2. Separation Process

When an employee exceeds seven consecutive days of unexcused leave, regardless of their accrued time balance, their respective human resources specialist shall initiate an administrative separation in accordance with the PD-24, "Administrative Separation" amendment published on July 14, 2025.

If you have any questions, please contact Support – Leaves Section, Human Resources Division, at 936-437-4141.

Authority: Mary Babcock  
Director,  
Human Resources Division