



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

Effective December 19, 2024, PD-49, "Leave Other Than Medical and Parental" (rev. 16) is revised to expand eligibility for administrative leave in the event of a death in the family. Previously limited to immediate family members, this addendum now extends coverage to include relatives within the third degree of consanguinity (blood relations) and the second degree of affinity (relations by marriage). This revision aligns nepotism relationships with leave time for death in the immediate family, as outlined in Section III.

CONSANGUINITY			AFFINITY	
FIRST DEGREE	SECOND DEGREE	THIRD DEGREE	FIRST DEGREE	SECOND DEGREE
Father	Grandparents	Great-grandparents	Spouse	Stepsiblings
Mother	Grandchildren	Great-grandchildren	Father-in-law	Stepsibling's Spouse
Son	Siblings	Uncle	Mother-in-law	Sibling's Spouse
Daughter		Aunt	Son-in-law	Step-grandparents
		Nephew	Daughter-in-law	Step-grandchildren
		Niece	Stepparents	Spouse's siblings
			Stepchildren	Spouse's stepsiblings
				Spouse's grandparents
				Spouse's Step-grandparents
				Spouse's grandchildren
				Spouse's step-grandchildren

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

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