

TO: All Personnel Manual Holders

FROM: Allison Dunbar
Director,
Human Resources Division

SUBJECT: Addendum to PD-91, "Work Cycles and Compensable Hours of Work" (rev. 6)

Effective September 1, 2023, PD-91, "Work Cycles and Compensable Hours of Work" (rev.6) is revised to extend the expiration of earned compensatory time from one to two years.

PROCEDURES:

IX. Compensatory Time and Holiday Time Lapsing

A. Compensatory Time

1. Compensatory time earned by an employee expires if not used within two years.

All human resources representatives are requested to post this email addendum in a common use area. All personnel manual holders are requested to insert this email addendum in front of PD-91. PD-91 is currently in revision to include this procedural change.

If you have any questions, please contact Lauren Newton, Manager V, Operations, at 936-437-3175.

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