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HR Handbook Update No. 2021-0003

DATE: April 15, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 11

REASON FOR UPDATE: The HR Handbook is being updated to reflect changes to Civil Service Rule 11.35(d) and provide clarification on the applicability of these leave provisions.

EFFECTIVE DATE: April 1, 2021

State Civil Service has updated Chapter 11 of the HR Handbook to reflect emergency rule changes adopted at the General Business meeting of the Civil Service Commission on April 7, 2021. This notice is to inform agencies of additional clarification on the applicability of Civil Service Rule 11.35(d).

The [Rule-by-Rule portion](#) of Civil Service Rule 11.35(d) will now have a new note box to provide clarification and examples of how to apply leave set forth in 11.35(d) if an employee has used any portion of leave provided under the former Families First Coronavirus Response Act (FFCRA).

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director