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HR Handbook Update No. 2026-0006

DATE: August 3, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 11

REASON FOR UPDATE: This update revises Chapter 11 of the HR Handbook to reflect the recent changes to Civil Service Rules 11.23.1, 11.23.2, and 11.37.

EFFECTIVE DATE: July 23, 2026

This notice is to inform agencies of the following update:

[Chapter 11: Hours of Work, Annual, Sick and Other Forms of Leave](#)

- **Rule-by-Rule Updates:**

- SCS Rule 11.23.1: Updated guidance to allow job appointments to be granted funeral leave.
- SCS Rule 11.23.2: Updated guidance to allow job appointments to be granted voting leave.
- SCS Rule 11.37: Added language to include the newly adopted Organ Donor Leave rule, effective August 1, 2026.

If you have any questions, please contact [Elizabeth Montalbano](#), HR Program Support Division Administrator, or [Melinda Robert](#), Compliance and Audit Division Administrator.

Sincerely,

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