



TEXAS
JUVENILE JUSTICE
DEPARTMENT

Administrative Directive #2 FY 2016

To: TJJJ Staff
From: David Reilly, Executive Director
Subject: Donating Sick Leave
Date: September 1, 2015

Effective September 1, 2015, House Bill 1771 (84th Texas Legislature) requires Texas Juvenile Justice Department (TJJJ) to make changes to our sick leave policy, creating a new option to donate sick leave to an specific TJJJ employee.

A TJJJ employee may now donate any amount of his/her accrued sick leave to another TJJJ employee who:

- has no accrued sick leave available for use, and
- either does not meet the eligibility criteria for sick leave pool withdrawal or has exhausted all sick leave pool hours that the employee was eligible to withdraw.

Neither the employee donating the leave nor the employee receiving the leave may provide or receive compensation or a gift in exchange for a sick leave donation.

The provisions in PRS.28.07 relating to use of accrued sick leave, medical certification requirements, release to return to work requirements, and a supervisor's responsibilities when an employee uses accrued sick leave apply to donated sick leave. The only exceptions are that an employee may not use donated sick leave for educational activities or for Employees Retirement System of Texas (ERS) credit.

This directive will remain in effect until corresponding changes are made to PRS.28.07 or a separate policy governing donated sick leave is developed and published.

A handwritten signature in black ink, appearing to read "David Reilly", written over a horizontal line.

David Reilly
Executive Director