



Transmittal Memo

TO: TJJJ Staff
FROM: Policy and Standards Section
SUBJECT: PRS Transmittal
DATE: November 20, 2023

Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect on **December 1, 2023**.

SUMMARY OF CHANGES

PRS.28.10 Family and Medical Leave Act

- Clarified that FMLA-covered leave taken as time for bonding with and caring for a newborn child *may be* taken intermittently (rather than *may not be*) by the following:
 - the biological parent giving birth;
 - the biological parent not giving birth; and
 - an employee with whom the child will be placed for adoption or foster care.