



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

## Transmittal Memo

**TO:** TJJJ Staff  
**FROM:** Office of the General Counsel, Policy and Standards Section  
**SUBJECT:** GAP Transmittal  
**DATE:** May 4, 2023

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Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect on **May 16, 2023**.

### *Summary of Changes*

#### **GAP.385.9981 Sick Leave Pool and Family Leave Pool Administration**

- Expanded the title to more accurately reflect the content of the rule.
- Added that donating employee may donate one or more days of the employee's accrued sick leave to the sick leave pool or accrued sick or vacation leave to the family leave pool.
- Added the reasons an employee is eligible to withdraw hours from the family leave pool.