



## Transmittal Memo

**TO:** TJJJ Staff  
**FROM:** Policy and Standards Section  
**SUBJECT:** PRS Transmittal  
**DATE:** August 11, 2025

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Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will be effective immediately.

### SUMMARY OF CHANGES

#### PRS.11.01 Exit Process

- Deleted that the supervisor of a separating employee must obtain a date and time from HR for the employee to participate in an in-person exit process or notify HR that the employee is not available to participate in person.
- Revised the list of items an HR administrator must review with a separating employee, including removing a reference to the Employee Exit Packet, HR-065, which is being discontinued.
- Clarified that *the human resources administrator or designee* (rather than the HRA, the appropriate payroll accountant in the Austin Office, and, if applicable, the local facility business coordinator or designee) coordinates efforts to determine the separating employee's payroll termination date and payable leave balances.
- Clarified that an employee may remain on the payroll after the employee's last duty day to exhaust available holiday leave, compensatory leave (*up to 80 hours*), and administrative leave accrued during the 12 months before the employee's last duty day.
- Clarified that one of the stipulations for an employee to be entitled to a lump-sum payment for the available annual leave remaining after the employee's payroll termination date is that the employee is not employed within 30 days after *the payroll termination date* (rather than *separation*) in another state position that accrues annual leave.
- Clarified that a separating employee's lump-sum payment for annual leave may be affected by the fact that, among other things, the available annual leave does not include annual leave hours accrued but not available for use because the employee did not return to work *with any state employer* after the hours were accrued.
- Clarified that, when a separating employee who is eligible for a lump-sum payment chooses to remain on the payroll and exhaust available annual leave, any holiday leave, compensatory leave (*up to 80 hours*), and administrative leave accrued in the preceding 12 months is exhausted first.
- Clarified that a reemployed employee's unused annual leave is restored if the employee is employed by any state employer within 30 calendar days *of the payroll termination date* in a position that accrues annual leave.
- Removed a reference to the State Council on Competitive Government, which no longer functions.

- Clarified that, for inter-agency transfers, the employee may use holiday leave, compensatory leave (*up to 80 hours*), and administrative leave accrued in the preceding 12 months by remaining on the TJJJ payroll after the employee's last duty day until the effective hire date with the other state employer.
- Clarified that, if an employee's separation is due to a reduction in force, the available sick leave *on the payroll termination date* (rather than *at the time of separation*) will be restored if the employee is reemployed by the state within 12 months after the end of the month in which the payroll termination date occurs.
- Clarified that the procedures in the section pertaining to separation of employees simultaneously employed by multiple state employers apply to an employee who is simultaneously employed by TJJJ and another state employer on the employee's *last duty day* (rather than *payroll termination date*).