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GENERAL CIRCULAR NUMBER 2021-012

DATE: April 7, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Approved Changes to Civil Service Rule 11.13(a)5 and Adoption of Civil Service Rule 11.35(e)

At its General Business meeting held on April 7, 2021, the State Civil Service Commission amended Civil Service Rule 11.13(a)5, and adopted Civil Service Rule 11.35(e), effective April 7, 2021.

In summary, Civil Service Rule 11.13(a)5 allows appointing authorities the ability to grant sick leave to employees to care for their son or daughter, who is not sick, but rather needs care due to a closure at their school or place of care which is directly related to a health pandemic declared by the Governor. Civil Service Rule 11.35(e) allows appointing authorities the ability to grant employees time off without loss of pay or leave to receive a COVID-19 vaccination.

The amended rules read as follows:

CHAPTER 11: Hours of Work, Annual, Sick and Other Forms of Leave

11.13 Use of Sick Leave

- (a) Sick leave may be utilized by an employee who has sufficient leave to his credit for necessary absence from duty because of:
1. His own illness or injury, which prevents him from performing his usual duties.
 2. His own medical, dental, or optical consultation or treatment for the duration of time required for such appointments when it is not possible to arrange such appointments for non-duty hours.
 3. Repealed, effective January 1, 1963.
 4. Assertion, supported by medical certification, of his own need to be isolated from the workplace to avoid a health risk exposure during a health pandemic declared by the Governor because of his diagnosed high-risk immunological disorder.
 5. The need to care for a son or daughter as defined by the Family and Medical Leave Act when there is a health pandemic declared by the Governor, and there is no other suitable person available to care for the son or daughter because his or her school or place of care has been closed or the childcare provider is unavailable due to a reason directly related to the health pandemic.

11.35 Special Leave Related to COVID-19 Health Pandemic

- (e) An appointing authority may grant time off without loss of pay, annual leave or sick leave to an employee in order to receive a COVID-19 vaccination, provided such leave shall not exceed 4 hours for each administration of the vaccine. Appointing authorities shall require the employee to provide proof of vaccination for documentation purposes.

Should you have any questions about the amendments, please contact your agency's Human Resources Office or your Agency Relationship Manager.

Sincerely,

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