

**Williamson County Human Resources**  
**Proposed FY2024 Policy Manual Updates**

| <b>Page</b> | <b>Description of Proposed Update</b>  |
|-------------|--|
| 3           | Updated verbiage to clarify reduction of time-off accrual usage to balance timecard to 40 hours per week (or 80 per pay period for LE) |
| 6           | Addition of 30-day deadline to request exception for Adjusted Service Date for gap over 90 days  |
| 7           | Updated to clarify that offsite breaks shall be clocked out  |
| 7           | Updated to clarify that work shall not be performed during lactation breaks if clocked out   |
| 7 & 8       | Move Leave Policy paragraph from page 11 (Work Environment) to page 12 (above leave chart)   |
| 8           | Leave accrual timing, now included above leave chart; removed from Vacation Policy box   |
| 8           | Addition of preventive appointments to Sick Leave Policy   |
| 8 & 9       | Floating Holiday, Holiday and Bereavement: minor verbiage edits for clarification only   |
| 9           | NE PSA: Specification of PSA allotment details; refer to HR regarding PSA within FMLA  |
| 9           | Civil & Essential Personnel Leave: minor verbiage edits for clarification only   |
| 14          | Added Bullet: Paid/Unpaid Admin Leave over 13 weeks nullifies benefit eligibility under ACA  |
| 15          | Added Bullet: SLP may not supplement reduced work schedule outside of FMLA   |
| 25          | Delete November 1; deadline provided annually by HR to meet process and calendar needs   |
| 27          | Update merit eligibility from time in "position" to "PCN" for specificity  |
| 27          | Clarification of date range window within which position surplus salary moves may be made  |
| 27          | Career Ladder Advancement: addition of increase cap  |
| 28          | Demotions within 90 days in PCN to revert to prior salary; contact HR for further information  |
| 28          | Career Ladder Advancement excluded from 15% max (along with promotions & salary study)   |