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HR Handbook Update No. 2021-0005

DATE: July 16, 2021

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 11

REASON FOR UPDATE: The **Job Aid: Military Leave Guidelines** was updated to reflect changes to Civil Service Rules 11.23 and 11.26.

EFFECTIVE DATE: July 7, 2021

This notice is to inform agencies of updates to the Chapter 11 Job Aid titled Military Leave Guidelines.

State Civil Service has updated Chapter 11 of the HR Handbook to reflect rule changes adopted at the General Business meeting of the Civil Service Commission on July 7, 2021. The changes provide clarification that Civil Service Rule 11.23(i) applies only to National Guard members activated under state orders for local/state emergencies and Civil Service Rule 11.26 applies to National Guard members called to duty under federal Title 10 and Title 32 orders.

Job Aids and Resources:

[Military Leave Guidelines](#)

- Updated to reflect approved changes to Civil Service Rules 11.23 and 11.26.

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

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