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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: COVID-19 – No. 26: Application of SCS Rule 11.35 Special Leave Related to COVID-19 Health Pandemic

This general circular provides human resources guidance related to the application of Civil Service Rule 11.35, which was adopted by the State Civil Service Commission on an emergency basis effective May 6, 2020. The provisions of this rule apply to an employee serving with job appointment, probationary or permanent status. Special Leave under this rule **does not apply** to When Actually Employed (WAE) employees.

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

Sincerely,

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