



Date: June 1, 2016  
To: State Agency Heads  
From: Governor Greg Abbott  
Comptroller Glenn Hegar

RE: New Emergency Leave Policy

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It is our understanding the Texas Legislature intends to address the issue of employee leave during the upcoming legislative session. Consequently, during the interim, we write to announce a new policy regarding the use of employee leave. Specifically, this policy directs state agencies to refrain from using emergency or other leave for the purposes of severance or settlement with departing or departed state employees.

Pursuant to this directive, the use of emergency leave, administrative leave or other mechanisms to continue paying state employees who have ceased to work will be prohibited. All agencies subject to the direction of the governor must not make such payments to departing or departed employees. This direction does not prohibit the payment of earned time to departing employees as authorized by law.

The Office of Comptroller of Public Accounts will verify adherence to this policy by reviewing emergency leave determinations on a post-payment audit basis. Agency documentation of emergency leave determinations must contain a statement by the agency head or other authorizing official that the leave is not being used in a manner precluded by this directive.

This directive will remain in place until the Texas Legislature has an opportunity to review this matter and enact legislation regarding the use of employee leave.