

**MEMORANDUM**

**RULE REVISION 87D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** March 20, 2023

**SUBJECT:** Revision of Career Service Rule 10-91 Amount of Care Hours Available

The above-mentioned Career Service Rule was revised and approved on March 16, 2023. Please replace the following pages in your books for revisions and re-pagination. Thank you.

<b><u>Page Numbers to Remove</u></b>	<b><u>Page Numbers to Insert</u></b>
Page 10-29 CSR 10-91	Page 10-29 CSR 10-91 ( <b><i>revised</i></b> ) Page issuance date: March 20, 2023

- a. Shared financial responsibility, including shared leases, common ownership of real or personal property, joint liability for bills or beneficiary designations;
- b. Emergency contact designations;
- c. The expectation of care created by the relationship and/or prior provision of care;
- d. Co-habitation and the duration thereof; and
- e. Geographical proximity.

10-91 Amount of Care Hours Available

(Revised March 20, 2023; Rule Revision Memo 87D)

- A. No more than annually, an eligible full-time employee shall be eligible to receive up to three-hundred twenty (320) hours of paid Care Hours.
- B. No more than annually, an eligible part-time employee regularly scheduled to work at least twenty (20) hours per week shall be eligible to receive Care Hours as follows:
  - 1. An employee who is regularly scheduled to work between twenty (20) to twenty-nine (29) hours per week shall be eligible to receive up to one-hundred sixty (160) hours of Care Hours.
  - 2. An employee who is regularly scheduled to work between thirty (30) to thirty-nine (39) hours per week shall be eligible to receive up to two-hundred forty (240) hours of Care Hours.
- C. Employees using Care Hours will not be compensated for anytime exceeding their standard work week as defined in Rule 9-71.