

# UPDATES TO THE TPCG PERSONNEL POLICY MANUAL

**Great news!** The TPCG Personnel Policy Manual has been updated to better serve our employees. We recognize the **hard work and dedication** of our employees and are pleased to announce these changes that will allow for a **healthy work-life balance** and the ability to **reward and recognize** full-time, eligible employees for their commitment to TPCG.

## PERSONAL LEAVE

Personal leave is replacing annual leave. Earn **3 extra personal leave days** for every **5 years** of continuous service.

CONTINUOUS SERVICE	HOURS PER YEAR	DAYS PER YEAR
0 to 5 years	96	12
6 to 10 years	120	15
11 to 15 years	144	18
16 to 20 years	168	21
21 to 25 years	192	24
26 to 30 years	216	27
31 years or more	240	30

*Based on 8-hour day.*

## SENIORITY PAY

Terrebonne Parish rewards employees' loyalty and retention with increased pay. The longer you are employed with TPCG, the more seniority pay you earn! See the **Seniority Pay Flyers** for more information on seniority pay.

## PAID CERTIFICATION

Terrebonne Parish will cover the cost of all job-required employee certifications.

## PARENTAL LEAVE POLICY

TPCG's new parental leave policy will be available after one continuous year of full-time, permanent employment. Parental leave can be used for the birth of a child, adoption, long-term foster placement, or late-term stillbirth.

Employees will **not be required to exhaust all sick leave** to use parental leave and will **still be able to accrue sick and personal leave** during parental leave.

## SICK LEAVE

Use sick leave for yourself **and your immediate family**.

## MERIT AWARDS

Merit awards are replacing continuing education payouts. Achievements such as obtaining a degree, providing interpretive services, and more are eligible for merit awards in the form of one-time payouts. See Section 3.8 of the **Personnel Policy Manual** for more information.

## EXTRA HOLIDAYS

**Four new holidays** have been added:

- President's Day
- Juneteenth National Independence Day
- Veteran's Day
- U.S. Presidential Election Day (*every 4 years*)

### Primary Parent

- 10 weeks of parental leave paid at 100% of their regular pay rate.
- Leave begins immediately following qualifying event.

### Secondary Parent

- 2 weeks of parental leave paid at 100% of their regular pay rate.
- Leave can be taken anytime within the first six months of the qualifying event.