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MEMORANDUM

PERSONNEL MEMO 22-05

To: Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Gerina D. Whethers, Secretary

A handwritten signature in blue ink, appearing to read "GDW", is placed over the name "Gerina D. Whethers" in the "From:" field.

Date: June 30, 2022

Re: **Personnel Restrictions**

In order to promote the effective and efficient management of State Government operations, the following Executive Branch personnel restrictions remain in effect as of July 1, 2022:

1. Employees shall not be required or permitted to work more than 40 hours per week except to ensure the delivery of critical public services, to maintain health and life safety operations, or to meet critical deadlines. No employee shall be authorized to work overtime if the overtime would result in the employee's compensatory leave balance reaching or exceeding 240 hours without prior approval from the agency's appointing authority or designee.
2. Employees, except those in policy-making positions, who have a compensatory leave balance at or above 100 hours, shall utilize compensatory leave before annual leave, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward pursuant to 101 KAR 2:102 and 101 KAR 3:015.

Thank you for your attention to these matters. If you have any questions, please contact Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration, at (502) 564-7571.