



**Andy Beshear**  
GOVERNOR

## PERSONNEL CABINET

501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone: (502) 564-7571  
Fax: (502) 564-1823

**Mary Elizabeth Bailey**  
SECRETARY

### MEMORANDUM

### PERSONNEL MEMO 24-01

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

**From:** Mary Elizabeth Bailey, Secretary *meb*

**Date:** January 16, 2024

**Re:** **Personnel Restrictions**

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In order to promote the effective and efficient management of State Government operations, the following Executive Branch personnel restrictions are in effect:

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.
3. Agencies are required to perform the in-range analysis of positions in accordance with 101 KAR 2:034, Section 1(2). Agencies are no longer permitted to apply a broad in-range salary adjustment without the approval of the Secretary of Personnel or the Commissioner of the Department of Human Resources Administration.

Thank you for your attention to these matters. If you have any questions, please contact myself at [MaryE.Bailey@ky.gov](mailto:MaryE.Bailey@ky.gov).