STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF ADMINISTRATION
P.O. BOX 1806
CONCORD, NH 03302-1806
603-271-5610 FAX: 888-908-6609
TDD ACCESS: 1-800-735-2964
www.nh.gov/nhdoc

WILLIAM RYAN HART, JR.
COMMISSIONER

JESSICA A. KURON
ASSISTANT COMMISSIONER

October 13, 2026

Her Excellency, Governor Kelly Ayotte
And the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to the New Hampshire Division of Personnel Administrative Rules, Per 1205.02 (c), "Unpaid Leave", authorize the Department of Corrections to grant a **Retroactive** unpaid leave of absence for a Corrections Employee, for a period of one hundred and eighty-seven (187) days, effective upon Governor and Council approval for the period of June 27, 2026 through December 31, 2026.

EXPLANATION

The Administrative Rules of Personnel allow the appointing authority to place an employee on an unpaid leave of absence without pay for a period not to exceed three months. The employee was granted leave for the period of April 3, 2026 through June 26, 2026. We are seeking Governor and Council approval to extend the unpaid leave.

In connection with a related medical condition, [redacted] is unable to return to work as [redacted] medical doctors projected. This request is due to the fact the employee will have exhausted all sick leave and began Income Protection Plan (IPP) on April 3, 2026. [redacted] has worked for New Hampshire Department of Corrections since January 30, 2012 and needs additional time for recovery and recuperation, which may allow [redacted] to return to work at the end of the leave extension.

Your approval of 187 days would be greatly appreciated.

This request is being submitted retroactively due to an oversight within the Human Resources Bureau. A training gap was recently identified, and the Bureau is taking steps to provide additional training to staff to ensure these requests are properly identified and submitted in a timely manner moving forward.

Respectfully submitted,

William Hart
Commissioner

cc: Human Resources