

PERSONNEL SERVICES BULLETINS (PSBs)

440-7

Subject: Leave to Participate in Parades

Supersedes: Personnel Policy and Procedure No. 663-85

Date: March 21, 1997

I. Policy

Agency heads may grant leave to participate in a parade to employees requesting such leave and change tours of duty and reassign personnel for such purposes.

Agency heads may not authorize leave to participate in a parade without charging an employee's leave balances.

II. Procedure

Requests for authorized leave to participate in a parade must be submitted in writing to the agency head or designated representative of the agency head at least 72 hours prior to the parade.

Adequate support staff must be scheduled to insure that the operations of the agency and its services to the public will not be adversely affected.

William J. Diamond
Commissioner

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