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**From:** Cardozo, Michael

**Sent:** Thursday, February 19, 2009 3:13 PM

**To:** \*ALL ATTORNEY'S LIST

**Subject:** Modification of 7 hour day requirement when exceptional personal obligations arise

I am pleased to announce another initiative in our ongoing effort to fulfill our Vision of making the Law Department "the finest public law office providing the highest quality representation." As professionals, we are expected to complete all of our work, even when it means working late hours or on weekends, and to be in the office during regular business hours when our clients are available. We recognize, however, that on occasion personal obligations arise that must be met during the workday. We have previously responded to this need by authorizing attorneys on a limited and non-regular basis to work from home.

Today, we expand that concept to provide an exception to the requirement that attorneys must work at least seven hours each day. Beginning immediately, attorneys may, in isolated and irregular circumstances and with the approval of their Division or Borough Chief, work less than seven hours in one day without charging annual leave or substituting work from home hours provided that the hours are made up the same week as the hours are taken. This alternative is in addition to and does not affect the policy on working at home. As with that policy, the transfer of hours within a week is to be done on an exception basis rather than as a regular or routine practice. Consequently, attorneys can utilize this new policy no more than five times in a calendar year unless the Division Chief requests the Managing Attorney's advance approval.

In addition, in order to facilitate the use of the 110-hour rule (providing for up to one day off for attorneys working at least 110 hours in a two-week period), we are eliminating the requirement for Managing Attorney approval. Beginning immediately, the Division Chief's approval is all that is necessary.

MAC

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**From:** Higgins, Malachy

**Sent:** Wednesday, February 25, 2009 2:35 PM

**To:** \*ALL ATTORNEY'S LIST

**Subject:** New Policy Regarding Modification of the 7 Hour Day - Implementation and CityTime

This is a follow-up to the new policy regarding working less than a seven hour day under certain circumstances explained in MAC's 02/19/09 email which was circulated last week. Below are instructions on how to account for the time taken off on your timesheet in the CityTime (CT) system. CT still requires that the seven hours per day be accounted for and if you take time off under this new policy, an entry must be made into the CT system. Otherwise, your paycheck will not be generated.

Remember that you must get the permission of your Division or Borough Chief, and in some cases the Managing Attorney, G. Foster Mills', approval before you take time off under the new policy. Keep in mind that you must make up the hours during the same week that the time is taken and there is a maximum of 5 occurrences during a calendar year for this policy. Your Division may have additional requirements as well.

The time taken off under the new policy will be accounted for as "Excused Absence" in CityTime. This leave request will be requested directly from the timesheet. To complete your timesheet, using the Tools banner of the timesheet, click the "Add Leave" link, fill in the date and hours you are accounting for, select Type "Excused Absence" and Reason "Special Excusal". It is important to use the correct Reason code, Special Excusal, because other reason types require documentation. Special Excusal does not. Any questions about this process can be directed to Kathy Bryan, Payroll and Timekeeping chief, by email.