

PERSONNEL SERVICES BULLETINS (PSBs)

420-1

Subject: Personnel Order No. 92/7, dated December 21, 1992, amending Personnel Order No. 88/5, dated April 28, 1988, containing the "Leave Regulations for Management Employees"

Supersedes: Personnel Policy and Procedure No. 528-92

Date: March 21, 1997

I. Policy

A. Authorized Leave

In exceptional cases, managers may be granted "authorized leave" days in recognition of exemplary managerial performance. Such "authorized leave" days may be granted based upon the completion of a complex or difficult project, achievement of a result or goal beneficial to the interests of the City, or unusually long hours worked. Agencies must use only these criteria to grant "authorized leave" days. "Authorized leave" days are rewards for exemplary managerial performance. The granting of "authorized leave" days is a discretionary act. There is no entitlement to "authorized leave" days based on unusually long hours worked or for any other reason.

Managers may be granted "authorized leave" days subject to the following stipulations:

1. "Authorized leave" days shall be granted solely at the discretion of the agency head and may be approved only by the agency head or his/her designee at the level of deputy commissioner or higher.
2. "Authorized leave" may not exceed four days per year and must be used within one year of the date it is granted. "Authorized leave" days which have not been used within one year are forfeited.
3. Only one day of "authorized leave" may be granted for each instance of exemplary managerial performance.
4. "Authorized leave" may be used only in full day increments.
5. "Authorized leave" days may not be used consecutively or combined with annual leave, sick leave, or vested or sub-managerial compensatory time balances.
6. No more than one "authorized leave" day may be used during a pay period.
7. Managers are not entitled to be paid for "authorized leave" upon final separation from City service or at any other time.

B. Annual Leave

In exceptional and unusual circumstances, an agency head may permit a manager to use up to two weeks of annual leave before it is earned.

C. Sick Leave

In the discretion of the agency head, managers in all jurisdictional classifications who have exhausted all earned sick leave and annual leave balances due to personal illness may be permitted to use unearned sick leave allowance up to the amount earnable in one year of service, chargeable against future earned sick leave.

II. Procedure

A. "Authorized leave" days will be granted on a calendar year basis. From January 1 to December 31 of each year, a manager may be granted no more than four "authorized leave" days, and may use no more than four "authorized leave" days. "Authorized leave" days not used by the end of the calendar year may be carried over to the next calendar year, provided that less than one year has elapsed since the "authorized leave" days were granted.

B. Agencies must use the attached "Certificate of Exemplary Managerial Performance" when granting "authorized leave" days. The original form, signed by the agency head or his/her designee, must be attached to the manager's weekly time sheet when an "authorized leave" day is granted. If "authorized leave" days are not reflected in the Payroll Management System within 30 days of the date they are granted, the "authorized leave" days will be rescinded. If the "authorized leave" days have already been used and the 30-day time limit has passed, the manager's annual leave balances will be charged.

After payroll procedures have been completed, the original form must be placed in the manager's personnel folder. A copy of the form, signed and dated by the manager, must be attached to the manager's time sheet when an "authorized leave" day is used.

C. Agencies will be responsible for monitoring the approval and use of "authorized leave" days. Agencies have received instructions from the Office of Payroll Administration regarding the specific payroll procedures they are to follow to grant and charge the use of "authorized leave" days.

NOTE: This policy supersedes any policy currently in force in any Mayoral agency. This policy in no way entitles a manager to regularly work less than a five-day week.

Attachment: [Certificate of Exemplary Managerial Performance](#)

William J. Diamond
Commissioner