

PERSONNEL SERVICES BULLETINS (PSBs)

600-2

Subject: Review of Claims for Excuse of Absences Due to Transportation Difficulties Arising from the January 26-27, 2011 Snowstorm

Date: February 1, 2011

Form: [Request for Review of Claim for Excuse of Absence on January 27, 2011](#) (in fillable PDF)

I. Background

In accordance with City policy, employees were expected to make every effort to overcome transportation difficulties caused by the January 26-27, 2011 snowstorm and report to work. Since agencies may have resumed operations later than usual on January 27, 2011, late arrivals on that date found by an agency head to have been caused by transportation difficulties or other circumstances beyond the ability of the employee to control, shall be excused with no charge to leave balances. There shall be no requirement for the employee to provide proof of transportation delay.

II. Purpose

In keeping with the City's policy, unscheduled absences may be charged against either annual leave or compensatory time balances. Some employees did not report to work on January 27, 2011 due to transportation difficulties or other circumstances beyond the ability of the employee to control, caused by the snowstorm. This Personnel Services Bulletin is being issued to establish a procedure to review absences claimed by those employees to have been caused by the snowstorm and the ensuing transportation and other difficulties.

III. Applicability

The following policy is applicable to employees covered by the "Leave Regulations for Career and Salary Plan Employees," and employees covered by the "Leave Regulations for Management Employees."

IV. Policy and Procedure

The City has established the following procedure for employees who did not report to work on January 27, 2011 due to the effects of the snowstorm, to present their claims regarding their snowstorm related absences. Employees must provide brief written explanations of their absences to their Agency Personnel Officers. They are not required to present proof of transportation difficulties.

1. Each Agency Personnel Officer will make a determination as to whether absences on January 27, 2011 shall be excused for each affected individual based on the particular circumstances encountered, and other factors, including, but not limited to, distance from the work location, access to the work location, access to, and availability of, alternative transportation or work site. The determination will be subject to Agency Head review.
2. Upon approval of the claim, the employee's absence on January 27, 2011 shall be excused, with no charge to leave balances. If leave has been deducted, it shall be restored.
3. Denials of claims at the agency level shall be reviewed by a Snowstorm Task Force, chaired by the Department of Citywide Administrative Services. The Task

Force will make a final determination of all denials.

Edna Wells Handy
Commissioner

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