

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 13

April 24, 1970

TO: All Departments, Boards, Agencies and Commissions

FROM: Bernard B. Levy, Chief Administrative Officer

SUBJECT: CONTROL OF ADVANCED SICK LEAVE WITH PAY AND SPECIAL LEAVE OF ABSENCE WITH PAY

1. PURPOSE.

The purpose of this memorandum is to implement a policy requiring Chief Administrative Office approval for requests by an appointing authority for advanced sick leave with pay for an employee under Rule VIII, Section 2.1 (b) and special leave of absence with pay under Rule VIII, Section 7.1 of the Rules of the Civil Service Commission.

2. PROCEDURE.

A. Rule VIII, Section 2.1 (b), of the rules of the Civil Service Commission permit an appointing authority to recommend advanced sick leave with pay for an employee who has exhausted his accumulated balance of sick leave. Appointing authorities shall channel all requests for advanced sick leave with pay through the Chief Administrative Office for approval prior to forwarding such requests to the Civil Service Commission for consideration. Each request must contain a diagnosis and prognosis of the employee by a physician acceptable to the City and a statement of facts pertaining to the case. Each request must also contain a justification for the requested leave, a summary of the employee's sick and annual leave for the past two years, and any other explanations or statements which may be necessary to properly judge the merits of the request.

B. Rule VIII, Section 7.1 of the Rules of the Civil Service Commission permit an appointing authority to recommend special leave of absence with pay to enable an employee to obtain educational training necessary for the betterment of the services rendered by the department to the public. Appointing authorities shall channel all requests for special leave of absence with pay through the Chief Administrative Office for approval prior to forwarding such requests to the Civil Service Commission for consideration. All requests shall be accompanied by justification for the requested leave and an explanation as to how the educational training will improve services rendered to the public by the agency initiating the request.

3. INQUIRIES

APRIL 24, 1970

Any questions concerning this memorandum should be addressed to the Operations Administrator or to the Assistant Operations Administrator of the Chief Administrative Office.

Bernard B. Levy
Chief Administrative Officer

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