



**Citywide Administrative
Services**

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Commissioner

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MEMORANDUM

TO: Agency Heads
FROM: Lisette Camilo *LC*
DATE: February 8, 2017
SUBJECT: Time and Leave Policy for Snowstorm on February 9, 2017

In accordance with City policy, all employees must make every effort to overcome transportation difficulties caused by the incoming snowstorm and report to work. Unscheduled absences must be charged against either annual leave or compensatory time balances. In cases where an employee has no applicable leave balances, annual leave will be advanced for this purpose. Lateness found by an Agency Head to have been caused by unforeseen transportation 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.

Consistent with Continuity of Government objectives and Agency Continuity of Operations Plans ("COOP"), employees may be directed to report to authorize alternative work sites or to work staggered or flexible schedules, pursuant to their agency COOP plans. Employees who have been identified to support essential services will be notified by their Agency Heads, COOP Liaisons, or Human Resources Divisions, and given further instructions. In addition, if there is a major failure of public transportation resulting in great difficulty for disabled employees to reach their regular work locations, agencies should apply contingency plans for those employees which should include, where practicable and productive, provisions assigning disabled employees to report to agency locations closer to their homes and provisions for excusal of absences by the Agency Head on an individual basis.

The above policy applies to employees who are covered by the "Leave Regulations for Employees who are Under the Career and Salary Plan," including employees who are serving in original jurisdiction positions, and employees who are covered by the "Leave Regulations for Management Employees."

Agency Personnel Officers may direct further questions regarding the City's leave policy to Nelmy Negrete of Human Capital at (212) 386-0693.

Thank you.

c: Agency Personnel Officers, EEO Officers