PERSONNEL SERVICES BULLETINS (PSBs)

440-6

Subject: Excused Time for Participation in Examinations, Appointment Interviews or Investigation Interviews Regarding Appointment from Eligible Lists

Supersedes: Personnel Policy and Procedure No. 657-86

Source: The "Leave Regulations for Employees Who are Under the Career and Salary Plan," Section 4.0 e. and the "Leave Regulations for Management Employees," Section 8.0 e.

Date: March 21, 1997

I. Policy

A. Excused Time with No Charge to Leave Balances

At the discretion of the agency head, permanent, provisional or temporary full-time employees, who submit documentation satisfactory to the agency head, may participate in the following without charge to their leave balances:

1. New York City civil service promotion and open competitive examinations;

2. Examinations for licenses which are required for the performance of the employee's duties or for eligibility to take a promotion examination;

3. Official investigation or appointment interviews regarding appointment from eligible lists resulting from these examinations;

4. Teacher examinations, or official investigation and appointment interviews given by the New York City Board of Education.

B. Excused Time Charged to Leave Balances

When the agency head determines that the operations of the agency and its services to the public will not be adversely affected, employees may be allowed to charge their annual leave or compensatory time balances to participate in the following:

1. Test preparation courses held during work hours;

2. Sessions held for the purpose of reviewing, protesting or appealing answers to New York City civil service examination questions.

II. Procedure

A. Employees wishing excused time to participate in the activities listed in "A" above, must submit a written request to the agency head or designee prior to the examination or interview. This request must include the date and time of the examination or interview.

B. In order to be excused without charge for participation in these activities, employees must submit written verification of their participation. This verification must be satisfactory to the agency head.

William J. Diamond
Commissioner
