


Memorandum
Department of Social Services

Date: January 18, 2005

To: ALL DSS STAFF

From: Bonnie Kamm
Associate Commissioner 
Office of Human Resources

Re: Clarification of December 22, 2004 memo regarding
Sick Leave Policy

At the request of CSEA Union 9200 President Jack McPhillips, 1st Vice President Karen Pecora and Labor Relations Specialist Don Partrick, this memorandum is intended to clarify the December 22, 2004 memorandum regarding documentation for sick leave and approval for extended sick leave.

Article VIII, Section 2 of the CSEA Collective Bargaining Agreement, at page 43, indicates that "the Department Head or the Personnel Officer may require such substantiation of sick leave as deemed necessary." Further, with respect to Extended Sick Leave, Article VIII, Section 5 of the Collective Bargaining Agreement, at page 44, indicates that "employees who have exhausted their regular sick leave, vacation, and other time credits may be granted extended sick leave upon recommendation of the Department Head and the approval of the Personnel Office at one-half (1/2) pay for a period not to exceed one (1) bi-weekly pay period for each complete year of service."

Please be advised that the Department of Social Services intends to enforce these provisions and will seek documentation of sick leave and consider requests for extended sick leave, in its discretion.

Thank you.

BK:vyr

cc: Jack McPhillips, President
CSEA Unit 9200