

**Memorandum**  
Department of Social Services

**Date:** December 22, 2004

**To:** ALL STAFF

**From:** Bonnie Kamm   
Associate Commissioner  
Office of Human Resources

**Re:** NEW SICK LEAVE POLICY - Effective 1/1/05

Effective January 1, 2005 there will be changes in the time and leave policies of the department.

Extended Sick Leave at Half Pay will be granted for a minimum of 35 hours. No leave requests for less than 35 continuous hours will be recommended for approval to the Westchester County Commissioner of Human Resources, unless there are extenuating circumstances.

Staff will be required to provide medical documentation to support sick leave balances that fall below 21 hours at any time during the year. This may be waived in special circumstances. The current policy of providing medical documentation in absences of 5 or more consecutive days remains in force.

Please contact Mary Ellen Paez, Human Resources, with any questions at 995-5553.

BK:vyr