

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

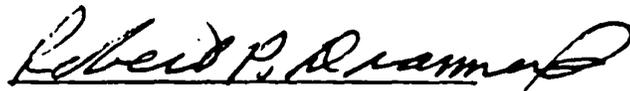
DATE: December 15, 1977

TO: Staff, Central Office
FROM: Robert P. Diamond, Director of Personnel
SUBJECT: Application for Leave

Effective immediately, the form requesting leave of absences used for less than three (3) days is discontinued.

New "Application for Leave" forms have been distributed to all divisions. These forms are to be used for all leaves, regardless of the amount of time requested.

All signed requests should be forwarded to Bill Gross, Time-keeping and Payroll Division.



Robert P. Diamond

RPD:MW/kel

1404

The City of New York
DEPARTMENT OF BUILDINGS

APPLICATION FOR LEAVE

(Prepare for ANY absence)

TO BE FILLED IN BY EMPLOYEE:

Responsibility Center: _____ Section: _____

I, _____ hereby apply for leave with pay
(Name of Employee) without pay

From: _____ A.M. To: _____ A.M. Number
(Month, day, year) P.M. (Month, day, year) P.M. of Days

Inclusive, for:

(Check appropriate box below)

ILLNESS: (Explain nature of illness) _____

VACATION

TIME AGAINST OVERTIME

OTHER REASONS (Explain) _____

Signature of Employee _____ Date _____

NOTE: If leave is for illness of more than three days, a physician's certificate must be submitted.

RECOMMENDATION OF IMMEDIATE SUPERVISOR: (Check appropriate box)

APPROVE DISAPPROVE RECEIVED MEDICAL DOCUMENTATION

Where the leave of absence is without pay for an extended period of time, I realize that my recommendation to approve it may result in a budget reduction equal to the dollar amount of this employee's annual salary.

Signature _____ Date 1405