

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

January 13, 1998

HUMAN RESOURCES MEMORANDUM 1-98

TO: Agency Heads, Directors of Administrative Services, Agency Personnel
Officers and Managers

SUBJECT: Leave for Volunteer Service Relating to the Ice Storm
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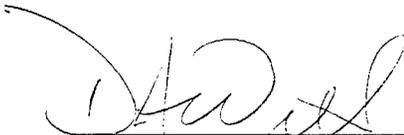
The Governor has authorized administrative leave without loss of pay or benefits to employees who volunteer to assist service organizations with relief work related to the ice storm.

This policy will remain in effect through Friday, January 16th, unless specifically extended by the Governor.

Examples of service organizations for which leave may be granted are the American Red Cross, emergency shelters, food banks, volunteer fire departments, and similar organizations that are providing relief to people affected by the ice storm.

Administrative leave may be granted for service work performed during the employee's regular work hours. Administrative leave must be approved by management, is subject to operational need, and is not extended to essential service personnel.

Managerial approval for administrative leave is sufficient for payroll authorization. Agencies and departments may establish internal guidelines as necessary to ensure appropriate managerial review and approval of all requests for leave under this policy.



DONALD A. WILLS, DIRECTOR
Bureau of Human Resources