

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 49(R)

June 6, 2005

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Charles L. Rice, Jr., Chief Administrative Officer

**SUBJECT:** LEAVE STATUS AND EMPLOYMENT TERMINATION

**1. POLICY.**

This amended memorandum exists to establish guidelines for all Appointing Authorities with regards to terminating employees and leave usage. The purpose is to ensure that employees terminating are not allowed to misuse or exhaust leave upon preparing for termination from City Service and to establish procedures for compliance with Civil Service Commission Rule VIII regarding conversion of leave for separating employees.

**2. SCOPE.**

This policy applies to all classified and unclassified employees eligible for leave accruals.

**3. DEFINITIONS.**

- A. Accumulated Annual Leave: annual leave earned and not used.
- B. Accumulated Sick leave: leave earned for use due to illness, injury, or quarantine by health authorities.

**4. STATEMENT OF POLICY.**

- A. All City Employees, upon hire, shall be asked to provide a written notice, whenever possible, two weeks prior to any voluntary separation from City service. For purposes of this policy, the forms submitted under requirements of the Retirement System will serve as sufficient notification for retiring employees. Current employees shall be advised of this policy via distribution of this memorandum.
- B. Once an employee provides notice of intent to separate, Appointing Authorities or their designees are expected to take steps to ensure the removal of the employee from payroll system in accordance with current payroll processing procedures.
- C. No employee shall be allowed to report leave usage beyond the date included in his or her separation notice. Also, no employee shall be

allowed to exhaust leave before submitting a notice of intent to separate.

- D. Termination of City employment ending due to involuntary dismissal or due to death shall be recorded in the manner prescribed under applicable payroll procedures. No leave shall be recorded beyond the date of dismissal or death.

#### 5. PROCEDURES.

- A. All Departments, Agencies, Boards and Commissions are to promptly enter the necessary transactions into the Payroll system upon receipt of notice from a terminating employee due to an action by the employee's Appointing Authority.
- B. If an employee refuses or fails to provide written notice, but resigns through verbal means or job abandonment, the Appointing Authority, or designee, shall ensure that the appropriate transactions are entered into the Payroll System, and that the employee is removed from the Payroll System in accordance with payroll procedures. Any such resignations accepted by a supervisor shall be documented in written form by that supervisor and forwarded to the Department's Personnel Representative.
- C. In keeping with this policy, all City Departments and Agencies are expected to monitor employee attendance records and leave usage. Appointing Authorities are to require documentation, in accordance with Civil Service Rules, for any extended absences requiring the use of paid leave or leave without pay for a period of up to one year.
- D. An employee who requests leave and who provides the appropriate documentation, may be allowed to use available accumulated annual and sick leave in accordance with Civil Service Commission Rules and the regulations of the employee's department.
- E. Employees failing to provide the appropriate documentation may be subject to disciplinary action, including dismissal, under Rule IX of the Rules of the Civil Service Commission.

#### 6. EXCEPTIONS.

An employee actively pursuing disability retirement may be allowed to use available accumulated leave in accordance with Civil Service Commission Rules and the regulations of the employee's Department while awaiting a decision from the Retirement Board. Once a decision is rendered by the Retirement Board, the same restrictions to leave usage shall apply.

#### 7. CONVERSION OF LEAVE.

Any unused accumulated leave shall be converted in accordance with Rule VIII, Sections 1.8 and 2.6 of the Rules of the Civil Service Commission for the City of New Orleans, Circular Memorandum No. 04-14- terminal Leave; and Chapter 55-29 of the Code of the City of New Orleans. Converted leave earnings will be dispensed in the manner elected by the Chief Administrative Officer.

**8. INQUIRIES.**

Questions concerning this memorandum and classified employees may be addressed to the Classification and Compensation Division of the Department of Civil Service at (504) 658-3511.

Questions concerning unclassified employees should be addressed to the Chief Administrative Office at (504) 658-8611.

CLR, Jr./PMRC/rth