


CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

CIRCULAR MEMORANDUM No. 21-02

March 18, 2021

TO: All Departments, Boards, Agencies and Commissions
FROM: Gilbert A. Montaña, Chief Administrative Officer 
SUBJECT: **MANDATORY FURLOUGH/SALARY ADJUSTMENT PROCEDURES FOR 2021 DISCONTINUED**

1. PURPOSE

This memorandum announces a discontinuation of the employee furloughs and salary reductions previously mandated for 2021 in circular memorandum 20-13, effective starting at 12:01 am on Sunday, March 21, 2021.

2. FURLOUGH DISCONTINUATION

Effective at 12:01 am on Sunday, March 21, 2021, all furloughs instituted by circular memorandum 20-13 will be discontinued.

Employees who were scheduled to take furlough days between March 21, 2021 and April 10, 2021 and have already made alternative plans that would make it difficult to report to work on those days may submit a request to use the appropriate form of leave, whether it be annual leave, sick leave, or leave without pay on their former furlough days. Sick leave may only be used in accordance with the reasons provided in the Civil Service Rules. Appointing authorities shall approve such requests so long as they are deemed to be reasonable and otherwise adhere to City leave request guidelines.

3. INQUIRIES

Questions should be addressed to the appropriate agency:

Administrative Policy

CAO - Personnel and Training, 658-8600

Civil Service Rules

Civil Service, 658-3500

Time Keeping

Finance - Payroll Section, please contact your departmental Payroll Specialist at 658-1539.

GAM/CAH/JTW