

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

MAYOR'S PERSONNEL ORDER NO. 2016/2

February 10, 2016

TO THE HEADS OF ALL AFFECTED CITY DEPARTMENTS AND AGENCIES

SUBJECT: Amendment of Section 4.1, Section 5.0 and Section 7.1 of Personnel Order No. 88/5, dated April 28, 1988

Pursuant to the powers vested in me by law, the "Leave Regulations for Management Employees," established by Personnel Order No. 88/5, dated April 28, 1988, as amended by Personnel Order No. 99/6, dated December 30, 1999, are hereby amended, effective January 1, 2016, as set forth below. Sections which have not been amended herein shall remain in full force and effect.

I. Section 4.1 is amended to read as follows:

4.1 a. Annual leave allowance for managerial employees

1. (Effective until December 31, 2015)
Annual leave allowance shall be credited to managerial employees hired before July 1, 2004 who work a regularly scheduled workweek as follows:

Years of Continuous Service	Monthly Accrual Rate	Annual Leave Allowance
At the beginning of The 15 th year	2 ¼ days	27 workdays (five weeks and two days)
At the beginning of the 8 th year	2 days plus one additional day at the end of the calendar year	25 workdays (five weeks)

Prior to the beginning Of the 8 th year	1 2/3 days	20 workdays (four weeks)
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2. (Effective on January 1, 2016)

Annual leave allowance shall be credited to managerial employees hired before July 1, 2004 who work a regularly scheduled workweek as follows:

<u>Years of Continuous Service</u>	<u>Monthly Accrual Rate</u>	<u>Annual Leave Allowance</u>
At the beginning of the 8 th year	2 days plus one additional day at the end of the calendar year	25 workdays (five weeks)
Prior to the beginning Of the 8 th year	1 2/3 days	20 workdays (four weeks)

b. Annual leave allowance shall be credited to managerial employees hired on or after July 1, 2004 who work a regularly scheduled workweek as follows:

<u>Year</u>	<u>New Hire</u>	<u>Allowance</u>	<u>Monthly Accrual</u>
Beginning with the 14 th year	25 days	175 hours	14:35 hours
Beginning with the 13 th year	24 days	168 hours	14:00 hours
Beginning with the 12 th year	23 days	161 hours	13:25 hours
Beginning with the 11 th year	22 days	154 hours	12:50 hours
Beginning with the 10 th year	21 days	147 hours	12:15 hours
Beginning with the 7 th year	20 days	140 hours	11:40 hours
Beginning with the 5 th year	19 days	133 hours	11:05 hours
First year	18 days	126 hours	10:30 hours

II. Section 5.0 is amended to read as follows:

5.0 a. Sick leave allowance shall be credited to managers who work a regular workweek.

1. A sick leave allowance of one day per month of service shall be credited Managerial employees hired before July 1, 2004.

2. For managerial employees hired on or after July 1, 2004, a maximum sick leave accrual of ten (10) days per annum for the first five (5) years of

service shall apply. At the beginning of the sixth year of service, the maximum sick leave accrual shall be twelve (12) days per annum.

- b. Sick leave shall be used only for personal illness of the employee, except that an employee may use three (3) days per year from their sick leave balances for the care of ill family members.

III. Section 7.1 is amended to read as follows:

Upon termination or separation from employment, an employee covered by these regulations shall be paid a lump sum for unused current annual leave. Such lump sum payment shall be for a maximum of three years accrual of such leave for managers with less than five years of continuous service. Managers with five or more years but less than ten years of continuous service shall receive payment for a maximum of four years accrual of such leave. Managers with ten or more years but less than fifteen years of continuous service shall receive payment for a maximum of five years accrual of such leave. Managers with fifteen or more years of continuous service shall receive payments for a maximum accrual of such leave as follows:

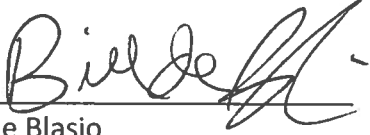
1. For managers who separate from service between January 1, 2016 and December 31, 2016, in an amount not to exceed 133 days of accrued leave;
2. For managers who separate from service between January 1, 2017 and December 31, 2017, in an amount not to exceed 131 days of accrued leave;
3. For managers who separate from service between January 1, 2018 and December 31, 2018, in an amount not to exceed 129 days of accrued leave;
4. For managers who separate from service between January 1, 2019 and December 31, 2019, in an amount not to exceed 127 days of accrued leave;
5. For managers who separate from service on or after January 1, 2020, in an amount not to exceed 125 days of accrued leave.

This payment is in addition to payment for vested or banked annual leave as permitted in Sections 12 and 13 of these regulations. All current unused annual leave earned more than six years prior to the date of final separation shall be paid at the average weighted salary rate received or receivable during the year ending six years prior to the date of final separation. All current unused annual leave earned during the six-year period immediately preceding the date of final separation shall be paid at the salary rate at which it was earned. In using annual leave, that which was earned first shall be used first either as time or as pay.

Vested or banked annual leave may be used only after current annual leave has been exhausted.

7.1 INTERPRETATION

- A. When a manager has to her or his credit more than the maximum accumulation for which he or she can be paid under the conditions described in § 4.3, the last earned leave is to be used first in calculating payment.

A handwritten signature in black ink, appearing to read "Bill de Blasio", written over a horizontal line.

Bill de Blasio
Mayor