

IVA



BUREAU OF ADMINISTRATIVE PERSONNEL

Brooklyn, New York 11201

(Under Rule 6.8-Rules and Regulations for Administrative Employees) FOR CENTRAL HEADQUARTERS EMPLOYEES

PLEASE PRINT ALL INFORMATION EXCEPT FOR SIGNATURES. SEE REVERSE SIDE FOR INFORMATION

SECTION 1 - IDENTIFYING INFORMATION AND EMPLOYEE SIGNATURE

EMPLOYEE NAME	SOCIAL SECURITY NUMBER
EMPLOYEE HOME ADDRESS (INCLUDE ZIP CODE)	
CIVIL SERVICE TITLE	PAYROLL BANK (SEE REVERSE SIDE)
DISTRICT OR SCHOOL/DIVISION OR OFFICE	SECTION/UNIT (If Applicable)
DATE OF ABSENCE (SEPARATE MONTHS) MONTH _____ DAY _____ YEAR _____ MONTH _____ DAY _____ YEAR _____	TOTAL TIME OF ABSENCE DAY(S) _____ HOURS _____ MINUTES _____
SIGNATURE OF EMPLOYEE	DATE

SECTION 2 - EXCUSE OF ABSENCE. PLEASE CIRCLE THE APPROPRIATE NUMBER.

- JURY DUTY. Attach official documentation certifying dates of service.
- DEATH IN IMMEDIATE FAMILY OR IMMEDIATE HOUSEHOLD FOR UP TO FOUR DAYS OF EXCUSED ABSENCE. State below the name and relationship of the deceased, date of death and date of funeral. If additional time is needed because of death or funeral at a place remote from the City of New York, please describe below.
- ATTENDANCE OF FUNERAL OF RELATIVE FOR UP TO ONE DAY OF EXCUSED ABSENCE (OTHER THAN NO. 2 ABOVE.) State below the name of the deceased and relationship. If married, indicate below if the deceased is related to you through marriage.
- FUNERAL OF CO-WORKER FOR UP TO FOUR HOURS OF EXCUSED ABSENCE. For a funeral of a co-worker or some other person connected with your department. State below the name of the deceased.
- GRADUATION FOR UP TO ONE DAY OF EXCUSED ABSENCE. State relationship below and attach graduation program that includes a list of graduates, date, time and grade/degree.
- ATTENDANCE AT COURT AS WITNESS. State below the nature of the action and attach a copy of subpoena.
- ATTENDANCE AT DEPARTMENT OF PERSONNEL (CITY CIVIL SERVICE) OR BOARD OF EXAMINERS. For examination, investigation or interview. State below arrival and departure time and the title of the examination and whether absence is due to written, performance medical or physical examination, investigation or interview. If due to interview, state what department(s) below.
- WORKERS' COMPENSATION. For first week of absence covered by Workers' Compensation Law caused by injury during the course of employment or three hours to attend related Workers' Compensation hearing. Attach a copy of C-2 form or verification of attendance at hearing.
- MILITARY OR NAVAL DUTY FOR UP TO 22 WORK DAYS OR 30 CALENDAR DAYS. Attach a certificate of attendance, drill schedules or military orders from commanding officer. State below the number of work days you served this calendar year (excluding this application).
- QUARANTINE. Attach a doctor's note that includes dates of quarantine period.
- OTHER AUTHORIZED ABSENCES. Including Selective Service Act, blood donation, attendance at conventions, conferences or workshops, attendance before legislative body. Please explain below and attach appropriate documentation.

EXPLANATION (IF REQUIRED) _____

SECTION 3 - AUTHORIZED SIGNATURES

Line Manager: (circle one)	APPROVED	DISAPPROVED
DATE _____ TITLE _____	SIGNATURE _____	
Personnel Officer, DBM or Chief Timekeeper: (circle one)	APPROVED	DISAPPROVED
DATE _____ TITLE _____	SIGNATURE _____	
Organization Head or Designee: (circle one)	APPROVED	DISAPPROVED
DATE _____ TITLE _____	SIGNATURE _____	

APPLICATION FOR EXCUSE OF ABSENCE WITH PAY
(Under Rule 6.8 - Rules and Regulations for Administrative Employees)

GENERAL INFORMATION

This application is for use by administrative employees (non-pedagogical) who wish to apply for excuse of absence with pay covered under Section 6.8 of the Rules and Regulations for Administrative Employees and, where applicable, provisions of their union agreement with the Board of Education and the City of New York.

APPLICANT INSTRUCTIONS AND INFORMATION - SECTIONS 1 and 2

Section 1

All information in Section 1 must be completed. Please make sure to include your payroll bank number (H740 for Administrative Employees, Z740 for Prevailing Rate Employees, E-743 for Paraprofessionals and T740 Custodial Employees). You can use one form to record continuous absences that cover more than one month or run into the next calendar year. Make sure to indicate both months or years in the section for **DATE OF ABSENCE** when this occurs.

Section 2

Please circle the appropriate number. Please try to be as specific as possible where an explanation of the absence is required. You should also make sure that appropriate documentation is attached, where necessary. **EMPLOYEES ARE URGED TO REFER TO THEIR UNION AGREEMENT TO DETERMINE IF THEY ARE ELIGIBLE FOR SPECIFIC ABSENCES WITH PAY. IN SOME INSTANCES, YOUR UNION AGREEMENT MAY PRECLUDE ELIGIBILITY FOR CERTAIN EXCUSE OF ABSENCE COVERED UNDER THE RULES AND REGULATIONS FOR ADMINISTRATIVE EMPLOYEES.**

After completing Sections 1 and 2, your application should be submitted to your manager for review.

APPROVALS - Section 3

This application can be approved at the local level by obtaining the proper organization approvals listed in Section 3 on the front of this application. The review of the Division of Human Resources is only required if the applicant wishes to appeal the decision made at the local level. Please consult Personnel Memorandum No. _____ for further details.

ADDITIONAL INFORMATION

for additional information on how to use this form, please consult Personnel Memorandum No. 24. Copies of this memorandum as well as the Rules and Regulations for Administrative Employees can be obtained at the local personnel/timekeeping department or by contacting the Bureau of Administrative Personnel of the Division of Human Resources, 65 Court Street, Room 505, Brooklyn, NY 11201