

MEMORANDUM

TO: Occupational and Physical Therapists Employed by the New York City
Department of Education.

FROM: Helen Kaufman
Administrative Assistant Superintendent – Clinical and Support Services

SUBJECT: Notice of Resignation

The Office of Clinical and Support Services (OCSS) is aware of the dedication and and commitment of all our staff who provide services to special education students. Services are provided in a conscientious, quality manner that sets you as professionals apart from others. During the course of the past few years, we have employed a greater number of health professionals and as a result have been able to provide health services to a greater number of students throughout the New York City in as uninterrupted fashion.

As we continue to work together to provide services to students in a professional manner and to assure a smooth transition between staff when necessary, OCSS is requesting that all staff provide their school secretary, as well as their clinical supervisor, with at least **thirty (30) work days notice** accompanied by a letter in writing when planning to leave the New York City Department of Education. This notice will provide OCSS with sufficient time to arrange for appropriate coverage so that services to students will remain uninterrupted. It will also allow for OCSS to arrange for an overlap among professionals to ensure proper orientation and a smooth transition, if the situation warrants.

Please note that failure to submit your resignation with at least thirty **(30) work days notice** may cause delay in your final salary and any entitlements that you are owed.

Please feel free to contact your clinical supervisor at:

Nina: 917 256-4277 or Katherine: 917 256-4276, if you require additional information in this matter.

Cc: Bonnie Brown

07/28/2005