

## PERSONNEL SERVICES BULLETINS (PSBs)

410-2

**Subject:** Use of Sick Leave During Emergency Situations

**Supersedes:** Personnel Policy and Procedure No. 655-78

**Source:** "Leave Regulations for Employees Who are Under the Career and Salary Plan,"  
Sections 3.2 (a) and (b)

**Date:** March 21, 1997

---

### **I. Policy**

In the case of an emergency situation, such as a major transportation disruption, snow emergency, or some other similar event, all employees who are assigned to activities related to the emergency, who are absent due to illness, should be required to provide satisfactory medical documentation *prior* to being granted sick leave. Lack of medical documentation will result in a loss of pay.

The "Leave Regulations for Employees Who are Under the Career and Salary Plan" allow agency heads to waive medical documentation relating to an employee's absence in some instances. This *does not* apply in emergency situations.

### **II. Procedure**

As standard operating procedure, it is suggested that agencies notify all employees in writing that in emergency situations (e.g., major cleanups, snow emergencies, etc.), all employees assigned to activities relating to the emergency are required to provide medical documentation for approval of any sick leave taken.

William J. Diamond  
Commissioner

---

**Inquiries:** Citywide Personnel Policies and Standards Division  
(212) 386-0552

**Issue No.**  
1-97