



CITY OF PHILADELPHIA

DEPARTMENT OF PUBLIC HEALTH

Human Resources Office

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Human Resources Director

December 22, 2008

To: Departmental Division Directors

From: Donald F. Schwarz, MD, MPH – Deputy Mayor, Health & Opportunity Health Commissioner

Subject: Leave Request Procedure Reminder for Paid Leave

Please be reminded that **ALL** City of Philadelphia Department of Public Health (DPH) employees must comply with the following:

Advance Notice for Leave Request: Employees must request paid leave in advance—except for an emergency, unforeseen circumstance, unanticipated illness, emergency Family and Medical Leave—so that DPH management can effectively plan its operations. Managerial/supervisory staff has the authority to request written documentation from the employee to substantiate his/her emergency absence; refusal by an employee to provide such documentation within forty-eight (48) hours after returning to work could result in disapproval of leave request and/or disciplinary action.

Note: Managerial/supervisory staff is responsible for the scheduling of leave to ensure adequate coverage and delivery of services to the public, and has the authority to disapprove employee leave requests because of operational needs.

- ◆ **Effective Monday, December 29, 2008 – Completion and Submission of Leave Request Slip:** The employee and his/her supervisor must sign the Leave Request Slip, and then submit it along with all relevant documentation (e.g., medical certification, proof of emergency situation, proof of attendance at funeral, jury duty verification, military orders, etc.) to the DPH Human Resources Office (Payroll Section) at the above-referenced address. This procedure is in accordance with the City of Philadelphia Civil Service Regulations and Office of the Controller recommendations.
- ◆ **Paid Leave Includes (but is not limited to):** Vacation, Sick, Injured-on-Duty, Funeral, Compensatory, Jury Duty, Military, Administrative Leave (AL), etc.
- ◆ **Authorization for Overtime or Compensatory Time:** To earn Overtime Compensation/Compensatory time, an employee must have pre-authorization from his/her supervisor, except for emergency situations. The employee and his/her supervisor must sign the Overtime or Compensatory Time Form, and then submit it along with all relevant documentation to the DPH Human Resources Office (Payroll Section) at the above-referenced address. **Staple Overtime or Compensatory Time Form to the timesheet so that the dates on both documents coincide. In the event that an emergency overtime situation occurs after the timesheet is submitted to HR, staple Overtime or Compensatory Time Form to amended timesheet.**

Managerial/supervisory staff will be held solely responsible for ensuring strict enforcement of these City of Philadelphia directives. Failure to comply with this Departmental Policy could result in disciplinary penalties.

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to contact Human Resources Director Karla Hill at 215.685.5207, or email her at karla.hill@phila.gov.

CC: Karla Hill, Human Resources Director
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