



CITY OF PHILADELPHIA

DEPARTMENT OF PUBLIC HEALTH

Human Resources Office

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March 2, 2010

To: Responsibility Center Managers and Human Resources Liaisons

From: Dr. Donald F. Schwarz, Deputy Mayor (Health & Opportunity) and Health Commissioner

Subject: "W" Time – Policy Reminder

Please be reminded that **ALL** City of Philadelphia Department of Public Health (PDPH) managers and supervisors must comply with the following "W" Time Policy:

Definition of "W" Time: **AUTHORIZED LEAVE WITHOUT PAY**. The use of "W" Time has a serious impact on the efficiency and effectiveness of operations in PDPH (e.g., inadequate staffing results in lost productivity, overtime increases, etc.). Also, "W" Time may negatively affect employees, which include but are not limited to:

- ◆ Eligibility for overtime work and pay. (For additional information, see **Philadelphia Civil Service Regulation 6.1116 - Absence From Work Affecting Overtime.**)
- ◆ Reduction in an employee's monthly pension benefit because of a lower earned salary (i.e., unlike other forms of **paid** leave, "W" Time is authorized leave **without** pay and does not count as time worked).
- ◆ **Unpaid** status for holiday (i.e., in order to qualify for pay for a holiday not worked, an employee shall be required to have worked on his last scheduled work day immediately preceding the holiday and on his next scheduled work day immediately after the holiday, unless the employee's absence on these days is an excused absence **with** pay within the meaning of the Philadelphia Civil Service Regulations).

Authorization Process

- I. "W" Time may be authorized **only** if an employee has a zero balance of vacation, administrative leave (AL), or compensatory time; and
- II. "W" Time requests must be made twenty-four (24) hours in advance (emergency situations or rare exceptions may be taken into consideration if the employee provides acceptable written proof upon returning to work); and
- III. Supervisor and Unit Director must approve "W" Time and submit Leave Request Slip (must include Supervisor and Unit Director signature) with timesheet to the PDPH Human Resources Office.

Important Note: Definition of "W" Time: **AUTHORIZED LEAVE WITHOUT PAY**. Consequently, the disapproval of "W" Time requests may result in progressive disciplinary action (Absence Without Leave—AWOL): unpaid leave status *and* associated disciplinary penalties.

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to contact PDPH Human Resources Director Karla Hill at (215) 685-5207, or PDPH Human Resources Administrator Terrance Adkinson at (215) 685-5205.

cc: Kevin Vaughan, Deputy Health Commissioner
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