

PERSONNEL SERVICES BULLETINS (PSBs)

440-4

Subject: Time Off for Religious Observance

Supersedes: Personnel Policy and Procedure No. 668-85

Source: Administrative Code of the City of New York, Section 8-107, Subdivisions 3 (a) and (b); "Leave Regulations for Employees Who are Under the Career and Salary Plan," Section 2; "Leave Regulations for Management Employees," Section 4

Date: June 30, 1997

I. Policy

Reasonable accommodations are to be made for the needs of employees requesting time off for religious observance.

II. Procedure

Leave for religious observance is to be charged against annual leave and compensatory time balances. Employees with no accrued annual leave or compensatory time balances may be advanced annual leave to be charged against future annual leave accruals.

Agencies must schedule adequate support staff to ensure that the operations of all agencies and services to the public are not adversely affected.

William J. Diamond
Commissioner

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