

**CHIEF OF SUPPORT SERVICES  
EMPLOYEE RELATIONS ADMINISTRATOR**

**NOTICE**  
2.1

March 31, 2003

**TO:** All Concerned Personnel

**FROM:** Employee Relations Administrator

**SUBJECT:** MILITARY LEAVE AND COMPENSATION FOR VACATION TIME


Department employees who take extended leave of absence for active service in the military may accrue more vacation hours than the maximum number of hours allowable. Vacation time accrued over the maximum allowed will be credited to the Catastrophic Illness Leave Donation Program bank. Employees should therefore consider requesting a cash payment of their accrued vacation time prior to the start of the leave.

The following is required to receive payment of accrued vacation time:

- Submit an Employee's Report, Form 15.7, to the Commanding Officer, Fiscal Operations Division, requesting such payment prior to the start of the leave.
- The request shall be for a cash payment of all accrued vacation time and shall include the proportionate part of the vacation time accrued during the year the leave is granted.
- Submit certified copies of orders, or certified forms provided by the City Controller, as evidence of entry into the armed forces of the United States and the date provided as described in Manual § 3/730.20. Certification required by this section may be made by any commissioned officer.

Employees must have completed their qualifying year of service for the City and accrued vacation time.

If you have any questions regarding this notice, please contact Fiscal Operations Division at (213) 978-6650, or Employee Relations Group at (213) 485-6552.

  
MARK R. PEREZ, Commander  
Employee Relations Administrator

APPROVED:

  
GEORGE GASCON, Assistant Chief  
Chief of Support Services

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