

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
CIVIL SERVICE COMMISSION OPERATIONS
GENERAL INFORMATION BULLETIN No. 06-04

TO: Department and Agency Human Resources and Personnel Officers
FROM: Stella Chen Harding, Director of Civil Service Commission Operations
SUBJECT: Appointing Authority Application for Extension of Employee Leave of
Absence
DATE: July 14, 2006

When requesting approval from the NYS Civil Service Commission for an extension of an employee's leave of absence, please use form CSC-2, entitled "APPOINTING AUTHORITY APPLICATION FOR EXTENSION OF EMPLOYEE LEAVE OF ABSENCE," which may be downloaded at <http://www.cs.state.ny.us/hr/state/forms.cfm>. Before submitting the application, please verify that all information on the form is consistent with NYSTEP and APPS history, if appropriate. This may include verifying the *initial leave dates and titles* in APPS history. Agencies are reminded that any discrepancies must be reconciled **before** submitting the form to the Office of Commission Operations. Please submit only one extension request per application. Forms reflecting missing and/or erroneous information will be returned to the Agency for proper action *prior to presentation* to the Civil Service Commission for due consideration.

Requests that necessitate approval from the Governor's Task Force on State Workforce Management and Employee Deployment should be submitted to the Task Force at least four (4) weeks prior to the applicable Commission deadline.

Questions concerning form CSC-2 should be directed to the Office of Commission Operations at 473-6598.