

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
CIVIL SERVICE COMMISSION OPERATIONS
GENERAL INFORMATION BULLETIN No. 07-03

TO: Department and Agency Human Resources and Personnel Officers
FROM: Stella Chen Harding, Director of Civil Service Commission Operations
SUBJECT: Request for Extension of Employee Leave of Absence pursuant to Section 5.2 of the Rules of the Classified Service
DATE: May 7, 2007

We are reissuing 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/businesssuite/Publications-and-Forms/forms.cfm>.

You will note that the box entitled "To Be Completed by the Governor's Task Force on State Workforce Management and Employee Deployment," previously Section 2, has been deleted. It is no longer necessary to send this form to State Operations and accordingly, all forms are to be submitted directly to the Office of Commission Operations. The box entitled "To Be Completed by the Office of Civil Service Commission Operations," previously Section 3, has also been deleted.

When requesting approval from the Civil Service Commission for an extension of an employee's leave of absence, agencies must verify, prior to submitting the application, that all information on the CSC-2 leave form is consistent with NYSTEP and APPS history, and any discrepancies must be reconciled **before** submitting the CSC-2 leave form to the Office of Commission Operations. Failure to do so may result in a delay in processing and submitting the request for Commission action. Please note that if an employee is on leave from more than one position, a separate leave extension application for each position is required.

Agencies are reminded that they must adhere to Commission deadlines when submitting all items, including leave requests, for Commission action.

In all other respects, the processing of the leave extension request remains the same. Questions concerning form CSC-2 should be directed to the Office of Commission Operations at (518) 473-6598.