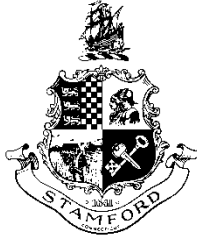


Mayor
DAVID R. MARTIN



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
KATHRYN EMMETT

CITY OF STAMFORD

ALFRED C. CAVA, SHRM-SCP, SPHR
DIRECTOR OF HUMAN RESOURCES

**OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION**

888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203)977-4075

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BULLETIN TO

**MAYOR'S EXECUTIVE ORDER FOR CITY EMPLOYEE LEAVE TIME TO STAFFING
COVID-19 PANDEMIC**

APPLICATION TO PART-TIME AND PROBATIONARY EMPLOYEES

The following guidance is issued to the "*Mayor's Executive Order for City Employee Leave Time and Staffing COVID-19 Pandemic.*"

This guidance is related to its application to part-time and probationary employees.

Part-Time Employees

Part-time employees (commonly referred to as seasonal employees) are defined as employees scheduled to work up to 19 hours per week. These part-time employees are not eligible for paid leave time. Part-time employees who meet one of the conditions in the Mayor's Executive Order (Applicable Leave Time Procedures) shall be treated in the same manner as other employees. The only exception is that when the Executive Order requires an employee to use paid leave time for continued absence, these employees will be absent without pay as they have no earned leave time. If, while absent, they are eligible to remain in paid status as per the Executive Order, the pay will be based on their regularly scheduled work week but not in excess of 19 hours per week.

Probationary Employees

Probationary employees shall be treated in the same manner as other employees, except where the Executive Order requires an employee to use paid leave time for continued absence, leave shall be unpaid; unless the employee requests, and HR approves, anticipated leave credits to be advanced.