



## DEPARTMENT OF ADMINISTRATIVE SERVICES

450 Columbus Boulevard, Suite 1501, Hartford, CT 06103

DATE: February 3, 2023

RE: General Letter No. 33 – Delegation of Authority for Leaves of Absence with Pay for five (5) or more days

### **PURPOSE**

The purpose of this General Letter is to update the information contained in Memorandum No. 97-02 to exclude the delegation of authority for paid educational leaves of absence. (See General Letter No. 28 for the approval process for paid educational leaves of absence.) DAS Memorandum No. 97-02 is abolished.

This General Letter supersedes the General Letter on this same topic dated May 17, 2000.

### **POLICY**

DAS Memorandum No. 97-02 (dated January 8, 1997) announced the delegation of authority from the Commissioner of the Department of Administrative Services (DAS) to agencies for leaves of absence with pay for five (5) or more consecutive work days.

General Letter No. 28 (Educational Leaves of Absence) requires agencies to obtain DAS approval prior to granting paid educational leaves of absence.

### **SCOPE**

This General Letter applies to all classified employees in the executive branch under the jurisdiction of the Department of Administrative Services, Human Resources Management.

### **POST AUDIT**

All transactions under this General Letter are subject to post-audit by DAS Human Resources Policy and Information Systems.

### **OTHER**

All other paid leaves of absence may be authorized by agencies in accordance with C.G.S. 5-248 and/or any other policies, laws or regulations which may be applicable. Decisions continue to be subject to DAS post audit.