



165 Capitol Avenue
Hartford, CT 06106-1658
860-713-5105
860-713-7480 FAX
alan.mazzola@po.state.ct.us

ALAN J. MAZZOLA
Deputy Commissioner

TO: AGENCY PERSONNEL ADMINISTRATORS

DT: May 17, 2000

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

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.

This letter updates 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.

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.

Please share this information with your staff. Contact any member of the BRT at (860) 713-5058, (860) 713-5176 or (860) 713-5062 or via e-mail should you have questions concerning this General Letter.

lisa.chasse@po.state.ct.us shari.grzyb@po.state.ct.us marsha.liburdi@po.state.ct.us

Alan J. Mazzola

ALAN J. MAZZOLA
DEPUTY COMMISSIONER

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