



**Request for Exception to an
Administrative Directive
Connecticut Department of Correction**

CN 1302
REV 11/15/10

Administrative Directive Number: 2.11 | Title: Employee Dependability

I request approval of the following exception to the above referenced directive (provide detailed explanation):

Specifically for P-5 Bargaining Unit members only, OLR General Notice 2002-20, 'A&R Service Ratings-Days & Occasions' is incorporated with Administrative Directive 2.11 Employee Dependability. OLR General Notice 2002-20 is applicable to P-5 Bargaining Unit members only.

See attached documents

ORIGINATOR

Name: [Redacted] | Title: [Redacted] | Date 6/13/13

Signature: [Redacted] | Facility/Unit [Redacted]

UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

 Unit Administrator's signature: _____ Date: _____

 District Administrator's signature:
(only needed if originating from a facility) Date: _____

 Division Administrator's signature: *David Z. Cepelak* Date: *6/13/13*

COMMISSIONER'S DECISION

This request is: **APPROVED** **DENIED** Effective date of request: _____

This exception is valid through: _____, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: *James E. Egan* Date: *6/14/13*



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Office of Labor Relations

October 24, 2002

General Notice 2002-20

TO: Labor Relations Designees

SUBJECT: A&R Service Ratings – days & occasions

Effective with the rating period ending 9/30/02, “days and occasions” should not be noted on the service rating form except when the A&R member has used:

1. more than 15 sick days in a year;
2. less than 15 days, but have a “clear identifiable pattern of usage”, e.g., Mondays, Fridays, the day before or after holidays; OR
3. less than 15 days but have repeated or extended occasions of unauthorized leave without pay.

If an A&R member notifies their personnel department by 11/24/02 that they want their sick leave usage removed from their service ratings for 2000 – 2002, you should comply if usage does not fall within one of the above exceptions. Removal can be accomplished, for those qualifying, by stapling a sheet to the service rating indicating the following:

“In compliance with a grievance settlement, all references to sick leave usage are hereby removed.”

Agency Labor Relations Designees with questions may contact Robert Curtis at 418-6241. All other questions should be directed to the agency personnel office.

Linda J. Yelmini

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Director of Labor Relations