



## DEPARTMENT OF ADMINISTRATIVE SERVICES

450 Columbus Boulevard, Suite 1501, Hartford, CT 06103

DATE: July 10, 2023

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

### **PURPOSE**

The purpose of this General Letter is to designate the authorization of all paid leaves of absence by agencies in accordance with C.C.S. 5-248 and/or any other policies, laws or regulations which may be applicable. This supersedes the previous General Letter, dated May 17, 2000, which excluded the delegation of authority for paid educational leaves of absence. General Letter 28, which discusses paid educational leaves of absences, is also abolished.

### **POLICY**

As part of appointing authorities' responsibly to deliver efficient, safe, and timely public services, they use their responsible judgement to appropriately manage and direct their agencies.

Incorporated within this duty and obligation, appointing authorities may, for legitimate business purposes, authorize paid leaves of absence in accordance with C.C.S. 5-248 and/or any other policies, laws or regulations which may be applicable.

### **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 the HR Policy unit.

### **OTHER**

Please share this information with your staff. Contact any member of the DAS HR Policy and Information Systems unit via e-mail should you have questions concerning this General Letter.