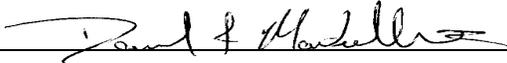


 Corrections and Community Supervision DIRECTIVE	TITLE Exempt/Non-Competitive Appointee Leaves		NO. 2233
			DATE 04/03/2015
SUPERSEDES DIR# 2233 Dtd. 08/28/2014	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **DESCRIPTION:** This directive sets forth the policy and procedure on leaves of absence for appointees to exempt and non-competitive positions, designated as policy influencing or confidential within the Department.
- II. **POLICY:** Any exempt or non-competitive (designated as policy influencing or confidential) appointee within the Department shall receive up to a two-year leave of absence from his or her permanent competitive position. Extension beyond the original leave must be approved by the Civil Service Commission.
- III. **PROCEDURE**
 - A. The Bureau of Personnel will maintain a computer database of the competitive hold items and the leave expiration dates. The extension of leave requests are sent to the Civil Service Commission for review based on the Commission meeting dates and the leave expiration dates. An extension of a leave request will be for up to a two-year period; however, the Civil Service Commission may not approve the leave for the entire requested period or may disapprove the request in its entirety.
 - B. If the Civil Service Commission grants approval, notice is posted on the Civil Service Commission's website with the approved extension dates. The Employment Records Section of the Civil Service's Staffing Unit is responsible for directly updating the hold information on the NYSTEP computer system. The Hold Extension Database is updated at this time to show the new ending date and the next submission date.
 - C. The Director of Personnel will notify the employee, in writing, that the extension has been approved.