



OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

Temporary Leave Without Pay Request

Donna D. Briscoe
Director

The City of Syracuse is implementing a voluntary Temporary Leave Without Pay initiative. Requests for this program are done on a voluntary basis. Request forms need to be submitted to the Department Head for review. Employees will receive written notification indicating approval or denial of the request. This initiative will run through July 31, 2020.

Date of Request _____ Bargaining Unit _____

Name _____ Date of Request _____

Department _____ Job Title _____

By completion of this form, I am requesting a Temporary Leave Without Pay. I understand this is a Voluntary temporary leave which will end by July 31, 2020. It is also understood Department Head approval is required prior to beginning any leave. The requirements of this initiative have been reviewed and are understood. I fully understand it is my responsibility to:

- Initiate application to NYS Unemployment Insurance benefits with the NYS Department of Labor.
- Send premium contribution payments directly to Human Resources in order to continue Group Health insurance benefits at the current monthly contribution rates. Checks should be made out to City of Syracuse Health Division.
- Ensure current contact information is provided to Human Resources

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(Employee Signature)

(Date)