



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N. Y. 10007

09/30/2020

MAYOR'S PERSONNEL ORDER NO. 2020/2

TO THE HEADS OF ALL AFFECTED CITY DEPARTMENTS AND AGENCIES:

SUBJECT: Furlough of Managerial and Original Jurisdiction (OJ) Employees During the Period of October 1, 2020 Through March 31, 2021.

Pursuant to the powers vested in the Mayor by law, it is hereby ordered that incumbents of positions covered by the Pay Plan for Managerial Employees (PPME) and incumbents of classes of positions which have salaries adjusted by Original Jurisdiction (OJ), including exempt class positions, shall be furloughed without pay during the period of October 1, 2020 through March 31, 2021 ("furlough period").

- A. Each manager, including any Agency Head, shall be furloughed for up to five (5) workdays without pay between the dates of October 1, 2020 and March 31, 2021 as follows:
1. A manager who was in active pay status in a position under the PPME on the date of this Order shall be furloughed for five (5) days.
 2. A manager who enters a position under the PPME after the date of this Order and before December 1, 2020 shall be furloughed for four (4) days.
 3. A manager who enters a position under the PPME after November 30, 2020 and before February 1, 2021 shall be furloughed for three (3) days.
 4. A manager who enters a position under the PPME after January 31, 2021 and before March 1, 2021 shall be furloughed for two (2) days.
 5. A manager who enters a position under the PPME after February 28, 2021 and before March 31, 2021 shall be furloughed for one (1) day.

- B. Each employee in non-managerial titles that have their salaries adjusted pursuant to Original Jurisdiction (OJ), including Exempt Class positions shall be furloughed for up to five (5) workdays without pay between the dates of October 1, 2020 and March 31, 2021 as follows:
1. An employee who was in active pay status on the date of this Order shall be furloughed for five (5) days.
 2. An employee who enters a position after the date of this Order and before December 1, 2020 shall be furloughed for four (4) days.
 3. An employee who enters a position after November 30, 2020 and before February 1, 2021 shall be furloughed for three (3) days.
 4. An employee who enters a position after January 31, 2021 and before March 1, 2021 shall be furloughed for two (2) days.
 5. An employee who enters a position after February 28, 2021 and before March 31, 2021 shall be furloughed for one (1) day.

II. Terms and Conditions

- A. Covered Employees must schedule furlough days in consultation with supervisors, who are authorized to revise the scheduled date of furloughs to minimize the operational impact. All furlough days for each employee should be scheduled by October 31, 2020. Agencies reserve the final authority to schedule furlough days for employees.
- B. An employee covered by this Order shall not take more than one furlough day in any workweek.
- C. A furlough shall be taken in a full-day increment.
- D. An employee may not take annual leave, sick leave or compensatory time on a furlough day. It is permissible to schedule furlough days adjacent to annual leave days, e.g., taking a week of vacation and utilizing four annual leave days and one furlough day.
- E. Agencies shall ensure that furloughed employees do not perform any work on furlough days. Absent emergency circumstances, a furloughed employee may not work at home, read or respond to e-mails, or be called upon to address problems.

- F. Agencies shall also ensure that during a week in which an employee has a furlough day, the employee works only regularly scheduled hours on the remaining workdays; and in no event should the employee work more than 40 hours in a week that includes a furlough day.
- G. Supervisors of employees covered by this Order are required to ensure compliance with the foregoing conditions and may be subject to disciplinary action for failure to do so.
- H. If an employee fails to furlough for the required number of workdays by the end of the furlough period, the City reserves the right to take such action as is necessary to place the employee on leave without pay for each furlough day that remain outstanding.
- I. This Order shall not apply to Mayor's Office employees who are subject to Mayor's Personnel Order 2020/1, any employee represented by a union, any employee whose immigration status may be impaired by a furlough, any employee in a title that does not accrue paid leave, any employee in a fellowship program, or any employee participating in an internship program.

All officers or employees of the City having any jurisdiction over the matters provided in this Order are hereby directed, pursuant to the powers vested in them, to take the steps necessary to effectuate the provisions of this Order.



Bill de Blasio
Mayor