

## WORK HOURS/SCHEDULES FOR MANAGERS & ASSISTANT CORPORATION COUNSELS

Managers and Assistant Corporation Counsels (for purposes of this section, "Attorneys") are expected to work those hours necessary to competently carry his or her workload. As a general rule, Attorneys are expected to come to the office every workday and work at least seven hours. Each Division shall determine which hours (9 to 5; 9:30 to 5:30, etc.) its Attorneys shall regularly be in their offices, or conducting City business in court, or in work-related meetings outside the office. Except as otherwise provided in this section, if full-time Attorneys work fewer than seven hours in a day, Attorneys must charge annual leave or, if appropriate, sick leave.

While no Attorney shall work from home on a regular basis or be regularly absent from the office on workdays, the Division Chief, or his or her designee, may allow on an irregular and limited basis an Attorney to work a schedule other than the division's regularly scheduled hours, to work at home, or to work less than seven hours in any given work day so long as the attorney works at least 35 hours in the work week (Mon-Fri). The following are the exceptions to the regular Monday-Friday, seven hour per day schedule:

- Work at Home. With the Division Chief's approval, or that of his or her designee, any hours worked from home (excluding weekend hours) may be substituted for office hours in the same work week (Mon-Fri) on a limited and irregular basis. Work at home during snow days and transportation delays will be subject to directives of the Mayor's Office.
- Time Shifting. With the Division Chief's approval, or that of his or her designee, any hours worked in excess of seven hours in any week day (Mon-Fri, excluding Holidays) may be substituted for office hours for any other day in the same work week (M-F) on a limited and irregular basis.
- Religious Observance. Attorneys may take up to three (3) hours for each instance of religious observance. The hours must be made up in the same work week (Mon-Fri) as the hours taken. For further information, please see "Religious Observance" under Leaves of Absence.
- 110 Hours. Also, on rare occasions, if an Attorney has worked at least 110 hours in a two-week period, a Division Chief, or his or her designee, may allow the Attorney to take up to one day off without charging annual leave. Hours worked on weekends and hours worked at home count toward the 110 hours. For determining the two-week period in which the 110 hours is counted, a week is from Sunday-Saturday and the two-week period does not have to coincide with a two-week pay period. The authorized leave day must be taken after the 110 hours is worked but the Attorney may request the day off earlier in expectation that he or she will work the necessary 110 hours. The authorized leave day cannot be "banked" and must be used no later than the work week following the two-week period, except, if an attorney works more than an average of 110 hours per two-week period for a period of six consecutive weeks or more, then the day(s) off earned for working more than 110 hours in a two-week period may be taken up to 30 days after the last such two-week period with the permission of the division chief and the Managing Attorney. Attorneys can use the 110 hour policy no more than three times in a calendar year unless the Division Chief obtains the prior approval of the Managing Attorney.

An Attorney must obtain prior e-mail approval from their Division Chief or his or her designee in order to work at home, work less than seven hours in any given work day, or take a day off based on the 110 hour policy.

### **CityTime Instructions**

All Attorneys must account for seven hours each work day in CityTime. Work-from-home hours and hours worked in the office must be noted as such on the lawyers' timesheets. If the Attorney has approval to work less than seven hours in any given day (either because of approved time shifting because of the 110 hour policy), the Attorney's time sheet must still account for seven hours. To do so, Attorneys must indicate the leave day on their timesheet by requesting leave from the left Time and attendance column. Under New Request, click Leave. The Leave type requested is "Excused Absence" for Leave Type and the Reason is "Special Excused." The Attorney then notes in the comments field the basis for the approval (e.g., the hours were made up on a different day that week or that the Attorney received a day off pursuant to the 110 hour policy).

**Part-time work following Child Care or other Approved Leave:** Many employees desire to work part-time for a period of time after the birth or adoption of a child, an illness, or other previously approved reason. Within the constraints of our practice, the Law Department will accommodate such requests. To that end, it is the policy of the Law Department to allow those who have taken an authorized leave of six months or less of childcare leave (counting from the day leave begins) to work part-time (three or four days per week), for up to three months after their return from leave.