



RAYMOND M. MUÑA
Chairperson, CSC

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

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FRANCES T. SALAS
Acting
Director of Personnel

All Department and Activity Heads are requested to post this Bulletin in all work places and ensure that all employees have access to this information.

CSC Bulletin 20-01

July 22, 2020

To: All Department and Activity Heads

Subject: Administrative Leave

Pursuant to a previously issued memorandum dated January 10, 1995, regarding Administrative Leave, the Civil Service Commission takes the position that this memorandum was never rescinded and continues to be in effect. The memorandum states:

In the event the Governor grants Administrative Leave for all government employees, it shall be our policy that the leave is made applicable to everyone regardless of their work status. This means that if an employee is on annual or sick leave at the time of the declaration, it shall be your responsibility as a timekeeper to make necessary adjustments to off-set the annual or sick leave taken and instead apply the number of hours of administrative leave granted.

The Civil Service Commission represents the public interest and all Civil Service and Excepted Service government employees in assuring benefits are equally applied across the board.

RAYMOND M. MUÑA
Chairman, Civil Service Commission

cc: Governor
Lieutenant Governor
Special Assistant for Administration
All Members of the Senate
All Members of the House of Representatives
Director of Personnel
Distribution List`

Attachment



COMMONWEALTH OF THE NORTHERN MARIAN ISLANDS
OFFICE OF THE GOVERNOR
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MEMORANDUM

DATE: JAN. 10 1995

TO : All Department and Activity Heads
ATTN : Principal and Alternate Timekeepers
FROM : Director of Personnel

SUBJECT : Policy on Administrative Leave

This memo is sent to you to avoid further confusion/disagreement amongst Timekeepers on the application of a Gubernatorial-grant of Administrative Leave.

As provided under Part VII.A4(G) of the Personnel Service System Rules and Regulations, the Governor, Appointing Authorities or their designees have the authority to grant Administrative Leave.

In the event the Governor grants Administrative Leave for all government employees, it shall be our policy that the leave be made applicable to everyone regardless of their work status. This means that if an employee is on annual or sick leave at the time of the declaration, it shall be your responsibility as a timekeeper to make necessary adjustments to off-set the annual or sick leave taken and instead apply the number of hours of administrative leave granted.

This policy is considered fair and equitable and shall be made effective to December 30, 1994 when the Governor granted four (4) hours of administrative leave to all non-essential Executive Branch government employees.

Should you have any questions on this matter please let us know.


LUIS S. CAMACHO

XC: C&C-OPM
EER-OPM