



CITY OF NEW HAVEN

TONI N. HARP, MAYOR

165 Church Street
New Haven, Connecticut 06510
T: 203.946.8200 F: 203.946.7683
www.CityofNewHaven.com



SINCE 1958

October 30, 2018

Dear Executive Management and Confidential Employees:

As a member of the Executive Management and Confidential Employees group for the City of New Haven, I appreciate your hard work and dedication to serving the great people of New Haven.

I am sure you are all aware of the difficult financial circumstances that the City currently faces. The recently passed City Budget for the 2018-2019 fiscal year contains a sizeable employee concessions line item. As leaders in our various departments and our City, we need to be role models in demonstrating our support of sound fiscal responsibility. Therefore, I am requiring that all Executive Management and Confidential employees, including my staff and myself, participate in a three-day unpaid furlough leave for the 2018-2019 fiscal year.

Each of us will have three days, or 21 hours, of unpaid Furlough Time that we may use in increments as small as one hour, subject to approval of your department head and/or coordinator. This Furlough Time will be implemented similar to the taking of Personal Time: the Furlough Time must be requested in advance of use, and approved in the same manner as personal time. All 21 hours must be used and recorded before June 30, 2019. Your paycheck for the pay period in which you take Furlough Time will be adjusted to reflect the hours not worked and not paid.

Implementing this Furlough Time in this manner permits the continued operations of your department with a lessened impact to services, while creating a savings for the City.

I thank you again for your service to the City of New Haven and appreciate your continued support.

Sincerely,

Toni N. Harp
Mayor

Follow us on / Siguenos En / 跟隨我們
www.InfoNewHaven.com

