



**SPECIAL ORDER**



SERIES	NUMBER	EFFECTIVE DATE
90	17	NOVEMBER 29, 1990
SUBJECT:		DISTRIBUTION
<b>LWOP NOTIFICATIONS</b>		B
		ORIGINATING UNIT
		PRD
		EXPIRATION DATE
		*

Mayor's Order 90-22, dated July 20, 1990, requires the Office of Finance and Resource Management (OFRM) to be apprised of those incidents when a member of the department, sworn or civilian, is placed in a leave without pay status for an entire pay period.

The purpose of this special order is to inform members who request leave without pay from the Administrative Services Officer, who are suspended without pay, or who are placed in any other non-pay status, for an entire pay period, that their health benefits may be adversely affected. In order to make arrangements to compensate for their payroll deductions, members who are being placed in a leave without pay status shall report to their time and attendance clerk.

In order for the department to fulfill its responsibility to these members, it is necessary for the OFRM to be provided with the names of all members (civilian and sworn) presently in a non-pay status, the dates of the non-pay period, and the members' social security number and current address. The Administrative Services Officer, the Disciplinary Review Division, the Internal Affairs Division, and the Medical Services Division shall submit a monthly report (including negative reports) to the OFRM by the 30th of each month.

All commanding officers and/or directors shall make written notification to the OFRM prior to placing a member in a leave without pay status, specifying the effective date and the length of the suspension.

Those members who seek additional information shall contact Lieutenant Gary Clark, OFRM, on (72) 74181.

\*This special order shall remain in effect until it is rescinded or incorporated into General Order No. 206.2 (Granting of Advanced Annual or Sick Leave and Leave Without Pay).

*Isaac Fulwood, Jr.*  
Isaac Fulwood, Jr.  
Chief of Police

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