

To: Agency Heads

From: Dawn M. Pinnock, Commissioner, DCAS

Re: Updated Air Quality Health Advisory

Date: June 8, 2023

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The Air Quality Health Advisory issued by the New York State Department of Environmental Conservation is expected to continue to midnight tonight or longer. If conditions worsen, Agency Heads may permit employees to leave early, within two hours of their regularly scheduled departure time where operationally feasible, without charge to leave balances. Employees who remain until their scheduled departure time should continue to limit any outdoor exposure. Employees who are required to work outdoors must be provided with high-quality masks upon request (e.g. N95 or KN95), and their exposure to the outdoors should be limited to the performance of their essential functions.

Poor conditions are expected to continue tomorrow, June 9, 2023. Agency Heads in their discretion may allow employees to telework on June 9 where operationally feasible. In cases where an employee cannot telework but does not wish to report to work, annual leave or compensatory time may be used. Employees may also use sick leave for the care and treatment of themselves if they become ill due to the poor air quality. In cases where an employee has no applicable leave balances, leave will be advanced for this purpose.

Consistent with Continuity of Government objectives, Agency Continuity of Operations Plans (“COOP”), employees who are unable to telework may be directed to report to authorized alternative work sites, to work alternative schedules, or to change work assignments to allow for indoor work.

The above policy applies to employees who are covered by the “Leave Regulations for Employees who are Under the Career and Salary Plan,” including employees who are serving in original jurisdiction positions, and employees who are covered by the “Leave Regulations for Management Employees.”

Agency Personnel Officers may direct further questions regarding the City’s leave policy to the Office of Citywide Personnel Policy at [cpp@dcas.nyc.gov](mailto:cpp@dcas.nyc.gov).