



JAMES K. HAHN
MAYOR

EXECUTIVE DIRECTIVE NO. MG-1

Subject: **ABSENCE FROM THE CITY**

In order to insure the proper management of each City Department, absences from the City are to be scheduled so that the General Manager and the Assistant General Manager(s) are not absent at the same time. This procedure is necessary for efficient administration of the City government and will insure prompt and responsive action on all pending matters.

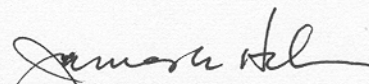
All General Managers and Heads of Departments/Offices of City Government are directed to notify the Mayor's Office, in advance, of all absences from the City. This notice must include:

1. Inclusive days of absence
2. Purpose of absence
3. Name of Acting General Manager and his/her contact information, during work hours as well as after hours
4. General Manager's contact information, to include phone/pager number at which they can be reached in case needed

For any period absence that is more than three (3) days, notice must be received no later than two (2) weeks prior to such absence. Notice of absence should be directed to the attention of the Mayor's Chief of Staff.

Except for emergencies, deviations from this policy will require advance approval from the Mayor.

Executed this *3* day of *December*, 2002


JAMES K. HAHN
Mayor

Supersedes Executive Directives No. 40, dated 5-4-99 (Bradley Series) and No. 2000-6, dated July 1, 2000 (Riordan series)

JKH:wtf:40120

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