

**ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007**

**TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS**

**SUBJECT:     PLACEMENT OF EMPLOYEES RETURNING FROM LEAVES  
                  OF ABSENCE**

The Board of Public Works believes, in order to promote good employee relations, minimize personal hardships, and ensure equity to all bureaus of the Department, it is most appropriate for an employee returning from any type of leave of absence to return to the bureau which granted the leave.

If no vacancy exists in the returnee's class, in the bureau which granted the leave, the returnee may fill a vacant position in his/her class in another bureau. The Office of Management Employee Services (OMES) will assist in the resolution of any such placement problems.

In the event that a mutually satisfactory placement cannot be achieved by the affected bureaus or if a layoff appears necessary, final determination will be made by the Director of OMES.