



Eugenio Maria de **Hostos Community College**  
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## MEMORANDUM

**TO:** All Department Heads and Supervisors

**FROM:** Imelda Redito  
Director, Personnel Department

**DATE:** May 1, 2001

**SUBJECT: PROTOCOL ON THE PROCESSING OF:**  
Application for Special Leave of Absence  
Application for Special Leave of Absence Without Pay  
Application for Partial Leave with Partial Pay

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Attached protocol and official application forms for the types of leaves mentioned above are for your information and use. Personnel Department issues *Personnel Guidelines* to Department Heads and Supervisors from time to time. We suggest that you file these guidelines in a binder for easy reference and access within your department.

Please do not hesitate to get in touch with me if you require assistance or additional information.