



Security Benefit Fund
Of the
Uniformed EMT'S Paramedics & Fire Inspectors
Of District Council 37 AFL=CIO
150-39 14th Ave 2nd Fl Whitestone NY, 11357

DISCRETIONARY GRANT

**Any leave of absence that exceeds 30 calendar days MUST
be approved by the Department**

**All leave requests must be submitted via the chain of
command**

1) Discretionary Grant

This grant is at the sole discretion of the agency. This grant is for sick leave with pay for a period of 3 months. This leave is granted solely for catastrophic illness.

- A) Qualifications:
- a) You must be a permanent employee
 - b) You must have completed 10 years city service
 - c) You must have exhausted all leave balances

* This includes sick leave, annual leave & comp time

- B) Required Documents: a) Letter requesting advanced time addressed to:

Assistant Commissioner Human Resources
9 Metrotech Plaza
Brooklyn, N.Y.

And submitted via the chain of command

This letter must include the reason for the request (including supporting medical documentation) and an estimated date of return

- b) Extended Leave of Absence Form
[Click Here for Form](#)