

## MEMORANDUM

**TO:** Department of Aviation Employees

**FROM:** Stacey Lennon, VP of Talent Management

**DATE:** March 26, 2026

**SUBJECT:** Temporary Moratorium on Vacation, Annual Leave, and Compensatory Leave

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As you are aware, in 2026, Philadelphia will serve as a central hub for several global and national events, notably the United States' 250th anniversary celebrations (semi quinentennial), along with hosting prestigious sports and cultural events. These include:

- **PGA Championship:** May 11-May 17, in the Philadelphia area.
- **FIFA World Cup 2026™:** June 11 – July 19, with matches at Lincoln Financial Field.
- **Wawa Welcome America:** June 19 - July 4, featuring concerts and fireworks.
- **America250/July 4th Celebration:** A large-scale celebration of the nation's 250th birthday.
- **MLB All-Star Game:** July 14, 2026, at Citizens Bank Park.

These events will attract millions of visitors, necessitating a comprehensive approach to managing our operational efficiency.

To maintain high levels of service and security during these peak periods, The Department of Aviation is implementing a **temporary moratorium** on vacation, annual leave (AL), and compensatory leave as follows:

### **Moratorium Details:**

- **Effective Dates:** June 8 - July 8.
- **Leave Types Affected:** Vacation, Annual Leave, and Compensatory Leave.

### **Exceptions and Approval Process:**

- Exceptions to this moratorium will be considered on a case-by-case basis.

- Prepaid vacations that were arranged **prior to the date this moratorium** was issued will be eligible for consideration. Proof of any pre-paid vacation arrangements is required to support your request.
- Any new or future vacation plans **should not be paid for unless an exception is requested and approved**. To request an exception, please submit a formal request to your immediate supervisor.
- All exception requests must be approved by your divisional Chief.

**Consequences for Unapproved Leave:**

- Any use of leave without prior approval during this period will be recorded as AWOL.

**Sick Leave Policy:**

- Sick leave will still be honored; however, a medical note will be required for verification.

**Parental and bereavement leave:**

- Parental and bereavement leave will still be honored; however, documentation will remain required for verification.

**Operational Efficiency:**

- During this period, staff may be asked to perform essential functions outside of their normal duties. This is to maintain our commitment to operational efficiency.

**Please note AL days that would have expired on June 30th, will not expire and remain available until December 31, 2026.**

We appreciate your understanding and cooperation during this critical time. Your dedication and flexibility are vital to our success. Should you have any questions or need further clarification, please do not hesitate to reach out to the HR department.

Thank you for your continued hard work and commitment.