

## **Employees Frequently Asked Questions**

### **Temporary Moratorium on Vacation, Annual Leave, and Compensatory Leave**

#### **Why is there a temporary moratorium on vacation, annual leave, and compensatory leave?**

Philadelphia will be a central hub for major national and global events in 2026, including the PGA Championship, FIFA World Cup 2026™, Wawa Welcome America, the America250/July 4th Celebration, and the MLB All-Star Game. These events will bring millions of visitors to the region and require the Department of Aviation to maintain maximum staffing levels to ensure safety, service, and operational efficiency.

#### **What are the dates of the moratorium?**

The moratorium will be in effect from June 8 through July 8.

#### **What types of leave are affected?**

Vacation leave, annual leave (AL), and compensatory leave are all included in the temporary moratorium.

#### **Are there any exceptions?**

Exceptions may be granted on a case-by-case basis.

1. Prepaid vacations that were arranged prior to the date this moratorium was issued will be eligible for consideration, and proof of those prepaid arrangements is required.
2. Any new or future vacation plans should not be paid for unless an exception is requested and approved.
3. Employees must submit a formal request to their immediate supervisor.
4. All exception requests require approval from the divisional Chief.

#### **What documentation is needed for an exception request?**

Employees must provide proof of any pre-paid vacation arrangements as part of their request.

#### **What happens if I take leave without approval during the moratorium?**

Any unapproved leave taken between June 8 and July 8 will be recorded as AWOL.

#### **Can I still use sick leave during this period?**

Yes. Sick leave will be honored, but a medical note will be required for verification.

**What about parental or bereavement leave?**

Both parental and bereavement leave will still be honored, but employees must provide the required documentation for verification.

**What if my annual leave is set to expire on June 30?**

Annual leave that would have expired on June 30 will now remain available through December 31, 2026.

**Will staff be required to take on duties outside their normal roles?**

Possibly. To maintain operational efficiency during this high-demand period, staff may be asked to perform essential functions outside their usual responsibilities.

**Who can I contact if I have additional questions?**

Employees are encouraged to reach out to [HRQuestions@phl.org](mailto:HRQuestions@phl.org) for further clarification or assistance.