

**POLICY:**

- a. Each Department Director shall designate an Acting Department Director who will function in this capacity in his temporary absence or disability
- b. Each Division Director shall designate in writing to his Department Director an employee who shall serve as Acting Division Director in his temporary absence or disability.
- c. Copies of the above memoranda shall be forwarded to the Personnel Department who will be responsible for maintaining a central file of such designees.

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**FOOTNOTES & REFERENCES TO RELATED AR's**