

be final, and shall be certified to the appointing authority and shall be forthwith enforced by such authority.

The Commissioner shall, by rule, prescribe what may constitute cause for removal, but no removal shall be allowed because of the religious or political opinions or affiliations of any employee. The provisions of this section shall apply to the demotion of an employee as described in Section 14 of this Article.

16. An employee in a position that is to be abolished, discontinued, or vacated, because of change in departmental organization, or through stoppage or lack of work, shall be laid off and his name placed, in the order provided in the rules of the Commissioner, on the eligible list for the class of the position from which he was laid off.

17. The appointing authority may for disciplinary purposes suspend an employee. Every such suspension shall be without pay; provided, however, that the Commissioner shall have authority to investigate the suspension of every person suspended for a period aggregating more than thirty days in any calendar year, and in case of his disapproval he shall have power to restore pay to the employee so suspended. With respect to his employees the Commissioner shall be deemed the appointing authority and the Governor shall act in the place and stead of the Commissioner for the purpose of this section.

18. The Commissioner shall by rule provide for the granting of annual, special and sick leaves of absence to employees with or without pay, or with reduced pay. No employee shall be granted leave except under such rules, provided, however, that the total leave with pay in any one calendar year shall not exceed thirty days except for disability incurred in the performance of duty.

19. The classification of positions to be made by the Commissioner shall be completed, and the rules to be made by the Commissioner to carry out the provisions of this Act shall be prepared and published by January 1st, 1921, or as soon thereafter as the Commissioner finds practicable, after giving public notice of the same, pursuant to Section 10 of this Article, and thereupon such classification and such rules shall become immediately effective for all positions in the classified service and thereafter, no appointments, removals, promotions, lay-offs, reinstatements, suspensions, leaves of absence or