



# INFORMATION ANNOUNCEMENT

Andrew M. Cuomo  
Governor

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Commissioner

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## Annual Leave Accrual Update for CSEA and PEF Employees

### Maximum Annual Leave Accruals - for CSEA (ASU, ISU, OSU) and PEF Employees

The maximum annual leave accrual date for CSEA and PEF employees is April 1. Annual leave accruals for CSEA and PEF employees may not exceed the maximum level of 40 days (or 300 hours for a 37.50 hour workweek; 320 hours for a 40 hour workweek; and pro-rated for part-time employees) at the beginning of business on April 1. Any accruals above the maximum accrual level will be forfeited on **April 1, 2014**. An employee's annual leave accruals accumulation may exceed this level at any other point during the year.

If you have any questions regarding the use of annual or other leave credits, please contact the BSC Time and Attendance Unit at [BSCTimeAdmin@ogs.ny.gov](mailto:BSCTimeAdmin@ogs.ny.gov) or (518) 457-4272.

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*For more information visit the BSC website or contact the BSC today!*

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