



## Information Announcement

# Waiver of Holiday Compensation Deadline for Enrollment - May 15, 2019

**April 1, 2019**

Between April 2, 2019 and May 15, 2019, employees eligible to receive holiday compensation may choose between earning holiday pay for time worked or leave credits instead of pay. No action is required if you wish stay with your current option.

### **Eligible Employees:**

CSEA, PEF, Council 82, DC-37, NYSCOPBA, and PBANYS members are all eligible. Management-Confidential (M/C) employees in salary grades 22 and below are also eligible.

### **To Change Options:**

Complete the attached *Waiver of Additional Money for Holiday Work* form and submit it by **May 15, 2019** to [BSCHRForms@ogs.ny.gov](mailto:BSCHRForms@ogs.ny.gov) or mail to:

OGS BSC Time and Attendance Unit  
Building 5, W. Averell Harriman State Office Campus, 4<sup>th</sup> Floor  
1220 Washington Ave  
Albany, NY 12226-1900

### **Additional Questions?**

Call (518) 457-4272 or email [BSCHR@ogs.ny.gov](mailto:BSCHR@ogs.ny.gov).

## Waiver of Additional Money for Holiday Work

I am eligible for additional money if I am required to work during my regular working hours on any day observed by the State as a holiday. Between April 2 and May 15, 2019, I may waive my right to such additional money and choose to receive compensatory time off instead. If I previously waived my right to receive money for holiday work, I have until May 15, 2019 to cancel that decision and start receiving money again.

*I wish to change the way I am currently being paid for holiday work:*

- I am now receiving money; I wish to receive compensatory time off.
- I am now receiving compensatory time off; I wish to receive money.

I understand that this is the way I will receive holiday compensation from now on. I will not be able to change this decision until at least April 1, 2020, and it will continue this way unless I do change it during an open period in 2020 or later.

Name *(Please print)*: \_\_\_\_\_

Signature: \_\_\_\_\_

Work Location: \_\_\_\_\_

NYS EMPLID: N \_\_\_\_\_

Negotiating Unit *(Check one)*:

- |  |  |
|--|--|
| <input type="checkbox"/> PBANYS – APSU | <input type="checkbox"/> Council 82 – Security Supervisors |
| <input type="checkbox"/> CSEA – ASU    | <input type="checkbox"/> CSEA – ISU                        |
| <input type="checkbox"/> CSEA – OSU    | <input type="checkbox"/> CSEA – DMNA                       |
| <input type="checkbox"/> DC-37 – RRSU  | <input type="checkbox"/> NYSCOPBA – Security Services      |
| <input type="checkbox"/> PEF – PS&T    | <input type="checkbox"/> M/C (Grades 22 and below)         |

*Give this form to your supervisor or payroll officer by close of business May 15, 2019.*