



Office of General Services  
**Business Services Center**

## Information Announcement

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# Maximum Annual (Vacation) Leave Accruals for Rent Regulations Service Unit (RRSU) – 67 Employees

**January 23, 2018**

The maximum annual leave accrual date for Rent Regulations Service Unit (RRSU) - 67 represented employees is April 1, 2018. Annual leave accruals for Rent Regulations Service Unit (RRSU) - 67 employees may not exceed the maximum level of 40 days (300 hours for a 37.50-hour workweek; 320 hours for a 40-hour workweek; and pro-rated for part-time) at the beginning of business on April 1<sup>st</sup>. Any accruals above the maximum accrual level will be forfeited on April 1, 2018.

Please contact the Business Services Center's Time and Attendance Unit at (518) 457-4272 or [BSCTimeAdmin@ogs.ny.gov](mailto:BSCTimeAdmin@ogs.ny.gov) if you have any questions regarding the use of annual or other leave accruals.