



Office of
General Services

Business
Services Center

Information Announcement

Waiver of Holiday Compensation Deadline for Enrollment - May 15, 2016

March 18, 2016

Each year, between April 1, 2016 and May 15, 2016, employees who are eligible to receive holiday compensation may elect to change the way they receive this compensation. Employees who are now receiving holiday pay for time worked on a holiday may elect to receive leave credits, and employees who now receive leave credits for time worked on a holiday may elect to receive holiday pay. If an employee wishes to keep their existing holiday compensation option, no further action is required.

Eligibility

This benefit is available to employees in the CSEA, PEF, Council 82, DC-37, NYSCOPBA, and PBANYS bargaining units. Management-confidential (M/C) employees in salary grades 22 and below are also eligible.

Completing a Waiver Form

Employees who want to change their existing holiday compensation option should complete the [Waiver of Additional Money for Holiday Work 2016](#) and return it to the BSC Time and Attendance Unit **no later than May 15, 2016**. Forms received after this date will not be processed.

Completed forms may be emailed to BSCTimeAdmin@ogs.ny.gov or mailed to:

OGS Business Services Center
Time & Attendance Unit
Building 5, W. Averell Harriman State Office Campus, 4th Floor
1220 Washington Avenue
Albany, NY 12226-1900

If you need assistance or have questions, please contact the BSC Time & Attendance Unit at (518) 457-4272 or BSCTimeAdmin@ogs.ny.gov.