

HOLIDAY BENEFIT FOR EMPLOYEES IN CSEA, M/C, DC 37, PEF, NYSCOPBA and COUNCIL 82

FOR CHRISTMAS DAY 2016 AND NEW YEAR'S DAY 2017

Directions: 1. Locate the employee's regular work schedule in the left-hand column. 2. Read across the top header to determine employee's Christmas Day and New Year's Day holiday and the holiday entitlement based on employee's status on those days.

This chart is based on employees who are full time, annual salaried and work only those hours which correspond to their normal work shift on a pass day or a regularly scheduled workday. For employees that are hourly or part-time (work less than 100%), please email BSCTimeAdmin@ogs.ny.gov or call 518-457-4272.

Employees Regular Work Schedule	Employee's Christmas/ New Year's Holiday	IF: Employee is off Sunday & Monday	How to complete LATS	IF: Employee works Sunday, Off Monday	How to complete LATS	IF: Employee is off Sunday, Works Monday	How to complete LATS	IF: Employee works Sunday and Monday	How to complete LATS
Sunday – Work Day Monday – Pass Day	Sunday 12/25 Sunday 1/1	Sunday-holiday observance Monday-regular pass day	Sunday: Observe State Holiday; employees should have State Holiday row in LATS Monday: Regularly Scheduled Day off	Sunday-holiday pay or leave* Monday-regular pass day	Sunday: Use Holiday Aid to complete LATS Link to Job Aid Monday: Regularly Scheduled Day off	Sunday-holiday observance Monday-overtime	Sunday: Observe State Holiday; employees should have State Holiday row in LATS Monday: complete overtime section in LATS	Sunday-holiday pay* or leave* Monday-overtime	Sunday: Use Holiday Aid to complete LATS Link to Job Aid Monday: complete over section in LATS
Sunday – Work Day Monday – Work Day	Sunday 12/25 Sunday 1/1	Sunday-holiday observance Monday-charged to credits	Sunday: Observe State Holiday; employees should have State Holiday row in LATS Monday: charge to available accruals in LATS	Sunday-holiday pay or leave* Monday-charged to credits	Sunday: Use Holiday Aid to complete LATS Link to Job Aid Monday: charge to available accruals in LATS	Sunday-holiday observance Monday-regular workday	Sunday: Observe State Holiday; employees should have State Holiday row in LATS Monday: Complete hours worked in LATS, regular work day	Sunday-holiday pay* or leave* Monday-regular workday	Sunday: Use Holiday Aid to complete LATS Link to Job Aid Monday: Complete hours worked in LATS, regular work day
Sunday – Pass Day Monday – Work Day	Monday 12/26 Monday 1/2	Sunday-regular pass day Monday-holiday observance	Sunday: Regularly Scheduled Day off Monday: Observe State Holiday; employees should have State Holiday row in LATS	Sunday-overtime Monday-holiday observance	Sunday: complete overtime section in LATS Monday: Observe State Holiday; employees should have State Holiday row in LATS	Sunday-regular pass day Monday-holiday pay or leave	Sunday: Regularly Scheduled Day off ** Monday: Use Holiday Aid to complete LATS Link to Job Aid	Sunday-overtime Monday-holiday pay or leave	Sunday: complete overtime section in LATS **Monday: Use Holiday Aid to complete LATS Link to Job Aid
Sunday – Pass Day Monday – Pass Day	Monday 12/26 Monday 1/2	Sunday-regular pass day Monday-earns holiday leave	Sunday: Regularly Scheduled Day off Monday: Holiday Leave Accruals should reflect earned time to be used at a later date in time in .25 increments	Sunday-overtime Monday-earns holiday leave	Sunday: complete overtime section in LATS Monday: Observe State Holiday; employees should have State Holiday row in LATS	Sunday-regular pass day Monday-holiday pay or leave plus overtime	Sunday: Regularly Scheduled Day off ** Monday: Use Holiday Aid to complete LATS Link to Job Aid	Sunday-overtime Monday-holiday pay or leave plus overtime	Sunday: complete overtime section in LATS **Monday: Use Holiday Aid to complete LATS Link to Job Aid

* Holiday Pay or Holiday Leave for December 25 at the premium rate (time-and-a-half for Christmas only) is only for employees in **Administrative, Institutional, Operational, and Professional, Scientific and Technical Services Units**.

Holiday Pay or Holiday Leave at the premium rate (time-and-a-half for Christmas only) is not available to Security Services, Security Supervisors and Agency Police Services Units.

** Employees will only be paid at the premium rate (time-and-a-half for Christmas only) if they work on 12/25/16. If employees work on the Monday Observance, they will be compensated at the standard rate of straight time.

*** For employees in the **Rent Regulation Services Unit** and those designated **Management/Confidential (M/C)**, the Christmas Day holiday will be Monday, December 26, 2016 and the New Year's Day holiday will be Monday, January 2, 2017. Employees in the Rent Regulation Services Unit and those designated M/C are not subject to contract or rule provisions authorizing either a Sunday or Monday observance date for the Christmas Day and New Year's Day holidays when these holidays fall on Sunday. Absent such special provisions, the General Construction Law governs and the holidays are observed on Monday.