



**Office of  
General Services**

**Business  
Services Center**

## Information Announcement

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# Maximum Annual (Vacation) Leave Accruals for CSEA and PEF Employees

**January 12, 2018**

The maximum annual leave accrual date for CSEA (ASU, ISU, OSU) and PEF represented employees is April 1, 2018. Annual leave accruals for CSEA and PEF 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.