



Office of  
General Services

Business  
Services Center

## Information Announcement

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# Maximum Annual Leave Accruals For Management Confidential Employees

**December 18, 2014**

The maximum annual leave accrual date for Management Confidential (M/C) represented employees is January 1, 2015. Annual leave accruals for M/C employees may not exceed the maximum level of 40 days (300 hours for 37.50 hour workweek; 320 hours for 40 hour workweek; and pro-rated for part-time employees) at the beginning of business on January 1. Any accruals above the maximum accrual level will be forfeited on January 1, 2015.

If you have any questions regarding the use of annual or other leave credits, please contact the BSC Time and Attendance Unit at [BSCTimeAdmin@ogs.ny.gov](mailto:BSCTimeAdmin@ogs.ny.gov) or (518) 457-4272, Option 2.