



Information Announcement

Time & Attendance Updates

March 20, 2015

Maximum Annual Leave Accruals for PEF and CSEA Employees

The maximum annual leave accrual date for PEF and CSEA represented employees is April 1, 2015. Annual leave accruals for PEF and CSEA 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 April 1, 2015. Any accruals above the maximum accrual level will be forfeited on April 1, 2015.

Non-Compensatory Overtime Accruals

Non-Compensatory overtime accruals earned in the previous fiscal year will expire on March 31, 2015. You can determine which Non-Compensatory Overtime accruals are from the previous year by logging into LATS, scrolling down to the Balance and Earnings section and clicking on Non Comp. Any balances shown under the Previous Fiscal Year must be used by end of day March 31, 2015 or they will be forfeited.

Waiver of Holiday Compensation

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 does not wish to make a change to their existing holiday compensation option, no further action is required.

Eligibility:

In order to be eligible for this benefit, an employee must be in one of the following Bargaining Units: CSEA, Council 82, DC-37, NYSCOPBA, PBANYS, or PEF. M/C employees in positions that are salary grade 22 and below are also eligible.

Completing a Waiver Form:

Employees who would like to change their existing option must complete the Waiver of Additional Money for Holiday Work form which is located on the BSC Time & Attendance webpage at

<http://bsc.ogs.ny.gov/content/time-attendance> under Time and Attendance Forms and Publications. Employees must return the completed/signed form to the BSC Time & Attendance Unit no later than May 15, 2015. Forms can be submit via email to the BSC Time & Attendance Unit at BSCTimeAdmin@ogs.ny.gov, by fax to (518) 457-1879 or by mail to:

OGS Business Services Center
Time & Attendance Unit
50 Wolf Road, 3rd Floor
Albany, NY 12232

If you have any questions regarding this announcement please contact the BSC Time & Attendance Unit at BSCTimeAdmin@ogs.ny.gov or (518) 457-4272.