

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
**ATTENDANCE AND LEAVE MANUAL**  
POLICY BULLETIN 2023-06

Section 26.3

December 2023

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TO: Manual Recipients  
FROM: Jessica Rowe, Acting Director Staffing Services Division  
SUBJECT: Attendance and Leave Items – 2023–2026 State-PEF Negotiated Agreement and Update to the M/C Attendance Rules

**PS&T Employees:**

The following material describes the new or revised attendance and leave provisions contained in the 2023-2026 Agreement between the State of New York and the Public Employees Federation, AFL-CIO.

Questions concerning this material should be directed to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.

**Article 12.8 -- Sick Leave Accumulation**

Effective July 28, 2023, PEF employees who are entitled to earn and accumulate sick leave credits may accumulate such credits up to a total of 225 days.

Employees may carry more than 200 days of sick leave accruals at the end of any pay period closing on or after July 28, 2023.

Employees continue to have the ability to use up to 200 days of such credits for retirement service credit and to pay for health insurance in retirement.

**Article 12.18 – Bereavement/Family Sick Leave**

Effective July 28, 2023, employees shall be allowed to charge absences from work in the event of death or illness in the employee's immediate family against accrued sick leave credits up to a maximum of 30 days in any one calendar year. Requests for such leave for family illness or bereavement are subject to the approval of the agency and shall not be unreasonably withheld.

**Managerial/Confidential Employees:**

Effective July 28, 2023, M/C employees who are entitled to earn and accumulate sick leave credits may accumulate such credits up to a total of 225 days.

Employees may carry more than 200 days of sick leave accruals at the end of any pay period closing on or after July 28, 2023.

Employees continue to have the ability to use up to 200 days of such credits for retirement service credit and to pay for health insurance in retirement.