

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
**ATTENDANCE AND LEAVE MANUAL**  
POLICY BULLETIN 2025-03

Section 21.3

December 2025

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TO: Manual Recipients  
FROM: Benjamin Gifford, Director of Staffing Services  
SUBJECT: Changes to Management Confidential (M/C) – Bereavement and Family Sick  
Leave Benefit

**Management Confidential (M/C) Employees:**

**Bereavement/Family Sick Leave**

Effective January 1, 2026, employees may use up to 30 days of accumulated sick leave per calendar year for illness or death in the family.

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