

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
ATTENDANCE AND LEAVE MANUAL  
TRANSMITTAL MEMORANDUM NO. 32**

Section 24.1 & Appendix G

June 2009

Page 1 of 1

TO: Manual Recipients  
FROM: Blaine Ryan-Lynch, Director of Staffing Services  
SUBJECT: Attendance and Leave Manual Update—Section 24.1 and Appendix G

This memorandum transmits the material listed below for insertion in to your Attendance and Leave Manual.

	<u>Section</u>	<u>Pages</u>	<u>Date</u>
(1) <a href="#">Section 24.1</a> – Written Agreement Required for Transfer of Leave Credits	24.1	1–4	June 2009
(2) <a href="#">Appendix G</a> – Reciprocal Agreements on Transfer of Leave and Service Credits	Appendix G	All Pages	June 2009

The following material should be removed from your copy of the Manual and destroyed.

	<u>Section</u>	<u>Pages</u>	<u>Date</u>
(1) Section 24.1 – Written Agreement Required for Transfer of Leave Credits	24.1	Pages 1–2 Pages 3–5	January 1991 December 1994
(2) Appendix G – Reciprocal Agreements on Transfer of Leave and Service Credits	Appendix G	All Pages  AM 99-05 AM 01-01	January 1991 December 1994  December 1999 March 2001