

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
TRANSMITTAL MEMORANDUM NO. 38**

Section 24.1 & Appendix G

November 2012

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TO: Manual Recipients
FROM: Blaine Ryan-Lynch, Director of Staffing Services
SUBJECT: Attendance and Leave Manual Update—Appendix G—Addition and Deletion of Reciprocal Agreements

This memorandum transmits the material listed below for insertion in to your Attendance and Leave Manual. It includes the addition of Reciprocal Agreements between the NYS Department of Civil Service and the NYS Affordable Housing Corporation (AHC) effective 1/12/12, the Albany Pine Bush Preserve Commission effective 4/20/12, and the State of New York Mortgage Agency effective 1/12/12.

	<u>Section</u>	<u>Pages</u>	<u>Date</u>
Appendix G – Reciprocal Agreements on Transfer of Leave and Service Credits	Appendix G	Table of Contents	November 2012
		Albany Pine Bush Preserve Commission	April 2012
		New York State Affordable Housing Corporation	January 2012
		State of New York Mortgage Agency (SONYMA)	January 2012

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

	<u>Section</u>	<u>Pages</u>	<u>Date</u>
Appendix G – Reciprocal Agreements on Transfer of Leave and Service Credits	Appendix G	Table of Contents	December 2009
		Industrial Exhibit Authority	