

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
POLICY BULLETIN 2019-04

Section 26.3

October 2019

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TO: Manual Recipients
FROM: Jessica Rowe, Director Staffing Services Division
SUBJECT: Attendance and Leave Item – 2016–2023 State-NYSCOPBA Negotiated Agreement

The following material describes the new or revised attendance and leave provisions contained in the 2016-2023 Agreements between the State of New York and the New York State Correctional Officers & Police Benevolent Association. These provisions were effective on January 24, 2019.

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

Bereavement/Family Sick Leave

Employees may use up to 30 days of accumulated sick leave per calendar year for illness or death in the family.

Use of Other Leave Credits for Bereavement

Employees may request that an absence that would normally be approved as sick leave pursuant to Article 14.3 be charged against other leave credits if the employee has utilized the full amount of sick leave accruals referenced in Article 14.3(a) or has otherwise exhausted their sick leave accruals. Approval of such requests shall not be unreasonably denied.