

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
POLICY BULLETIN 2022-04

Section 21.12

October 2022

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TO: Manual Recipients
FROM: Jessica Rowe, Director of Staffing Services
SUBJECT: World University Games – Paid Leave for Volunteers

The World University Games will be held January 2 – 22, 2023 in locations throughout upstate New York. Therefore, the Office of Employee Relations (OER) has entered into Memorandums of Agreement (MOA) with the Public Employee Federation (PEF), United University Professions (UUP), and the Civil Service Employee Association (CSEA) to provide **leave with pay without charge to accruals** to support volunteer efforts related to the Games. Specific details for UUP-represented employees will be distributed by SUNY. This benefit is being extended to Management/Confidential employees.

The Adirondack Sports Council is overseeing The Games and the volunteers. The Games will be held in Lake Placid, Potsdam, Canton, North Creek, North Elba, Saranac Lake, Queensbury, Albany and Wilmington.

Agencies have already received information about the Games, the volunteer program (WUG Leave), and employee eligibility criteria, and have been instructed to advise eligible employees on WUG Leave logistics and how to express interest in volunteering. Agencies will retain the right to make final determinations on the participation of any employee even if they volunteer. The Executive Chamber and OER will share a list of interested volunteers with each agency to facilitate approvals.

As a result of the MOA the following will apply:

- Employees may be allowed up to 5 workdays to volunteer for activities at the Games (i.e., WUG Leave). This time is **not** to be broken into hours; and does not have to correspond with the employee's normal work schedule. To the extent possible, WUG Leave will be used on consecutive workdays. Priority will be given to employees available to volunteer for 3-5 consecutive workdays.
- WUG Leave shall not count as hours worked for the purpose of overtime compensation. WUG Leave shall count as full pay status for purposes of earning Biweekly Leave Accruals, Vacation Bonus Days, Personal Leave and IPP grants, and Sick Leave at Half-Pay eligibility, where applicable.
- Volunteers are not eligible for pay for volunteer work on pass days.
- WUG Leave shall be at the employee's normal rate of pay regardless of their volunteer assignment. An employee shall not be in travel status, nor shall such employee be eligible for reimbursement for any travel expenses including, but not limited to, lodging, meals, and mileage. Volunteering is expected to take place via day trips to employees' assigned volunteer location.
- **Agencies retain the sole right to determine whether an employee can be granted WUG Leave to volunteer.** Agencies must create a leave category titled World University Games Leave (WUG Leave) on their paper or automated timekeeping systems. WUG Leave can be utilized by eligible state

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employee volunteers, including any applicable training required by the Organizing Committee for a particular role.

- For each day of WUG Leave, employees who are approved for such leave must submit proof documenting that they actually performed volunteer service on that day in a form satisfactory to the agency. All such proof shall be submitted within 2 weeks following the date of volunteer service.
- An injury or illness sustained while performing volunteer activities during WUG Leave shall not be considered a work-related illness or injury for workers' compensation purposes.
- Employees are expected, if their volunteer opportunity is cancelled to report to work or make other time off arrangements (e.g., request use of appropriate leave accruals) with their agency.
- Volunteer selection will be subject to the rules, regulations and procedures of the World University Games including but not limited to complying with the Lake Placid 2023 rules of conduct, agreeing to the terms and conditions of participation, submitting proof of vaccination satisfactory to the Organizing Committee and successfully completing a security background check before volunteering. The results of such background checks shall not be furnished to the employee's appointing authority.

Questions concerning this material may be directed to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295 or to your Office of Employee Relations liaison.