

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL

POLICY BULLETIN 2022-06

Section 26.3

November 2022

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TO: Manual Recipients
FROM: Jessica Rowe, Director Staffing Services Division
SUBJECT: Attendance and Leave Items – 2021-2026-State-CSEA Negotiated Agreements for Employees in the Administrative Services Unit (ASU), Institutional Services Unit (ISU), Operational Services Unit (OSU) and the Division of Military and Naval Affairs (DMNA)

The following material describes the new or revised attendance and leave provisions contained in the 2021-2026 Agreement between the State of New York and the Civil Service Employees Association for employees in the Administrative Services Unit (ASU), Institutional Services Unit (ISU), Operational Services Unit (OSU), and the Division of Military and Naval Affairs (DMNA).

Holiday Observance

ASU & OSU Article 10.1, ISU Article 10.2 and DMNA Article 13.1 –

The New York State General Construction Law Section 24, which identifies legal holidays in New York State, was amended to include “the nineteenth day of June, known as Juneteenth...” beginning in 2021.

This legal holiday is observed by State employees as a thirteenth holiday, in the same manner and subject to the same limitations and restrictions as the twelve previous holidays identified for observance by the Attendance Rules and negotiated agreements.

Bereavement/Family Sick Leave

ASU Article 10.13, OSU Article 10.8, ISU Article 10.17 and DMNA Article 10.6 –

Effective August 2, 2022, employees shall be allowed to charge absences from work in the event of death or illness in the employee’s immediate family against accrued sick leave credits up to a maximum of 30 days in any one calendar year. Requests for such leave for family illness or bereavement are subject to the approval of the agency and shall not be unreasonably withheld.

Employee Organization Leave (EOL)

ASU, OSU and ISU Article 4 –

Before denying EOL requested for the Annual Delegate’s Meeting, the agency must discuss the intended denial with the Office of Employee Relations at (518) 473-3130.

Sick Leave Accumulation

ASU Article 10.6, OSU & ISU Article 10.7 and DMNA Article 10.5 –

Effective August 2, 2022, Employees who are entitled to earn and accumulate sick leave credits may accumulate such credits up to a total of 225 days.

Employees may carry more than 200 days of sick leave accruals at the end of any pay period closing on or after August 2, 2022.

Employees continue to have the ability to use up to 200 days of such credits for retirement service credit and to pay for health insurance in retirement.

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Continuous Hours of Work

ISU Article 46

An employee of OPWDD or OMH in a direct care title who actually works 16 consecutive hours and is then mandated to work additional time beyond 16 hours which abuts their next regularly scheduled shift shall be instructed to go home for their shift and shall be paid for this shift without charge to leave accruals.

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.