

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

ATTENDANCE AND LEAVE MANUAL

TABLE OF CONTENTS
Attendance

Part 20

Page 1 of 1

<u>Section</u>	<u>Title</u>	<u>Page</u>	<u>Issued</u>
20.1	Basic Workweek		
	Applicability of Basic Workweek	1	7/92
	Normal Workday	1	7/92
	Meal Periods	1	7/92
	Rest Periods	2	7/92
	Individual Schedule Adjustments	2	7/92
	Alternative Work Schedules	2	7/92
	Contract Items		
	Workweek and Workday	C-1	1/3/87
	Continuous Hours of Work	C-4	1/3/87
	Time Allowed for Meals	C-5	1/3/87
	Shift and Pass Day Assignments	C-6	1/3/87
20.2	Record of Attendance		
	Purpose	1	1/91
	Eligibility	1	1/91
	Record of Attendance	1	1/91
	Exempting Employees from Maintaining Detailed Record of Attendance	1	1/91
	Contract Items		
	Maintenance of Time Records	C-1	1/3/87
	Accounting of Leave Accruals	C-2	1/3/87
20.3	Tardiness		
	Purpose	1	1/91
	Eligibility	1	1/91
	Tardiness Penalty Schedules	1	1/91
	Penalties	2	1/91
	Excused Tardiness	2	1/91
	Contract Items		
	Excused Tardiness	C-1	1/3/87