

NEW
YORK
STATE



STATE
ATTENDANCE
AND
LEAVE
MANUAL



DEPARTMENT OF CIVIL SERVICE

**MANUAL FOR STATE AGENCIES
on
ATTENDANCE AND LEAVE
for
EMPLOYEES IN NEW YORK STATE DEPARTMENTS
AND INSTITUTIONS**

**INTERPRETATION AND APPLICATION
of
THE ATTENDANCE RULES
and
ATTENDANCE AND LEAVE ITEMS
in
NEGOTIATED AGREEMENTS**

**CIVIL SERVICE COMMISSION
NANCY G. GROENWEGEN, PRESIDENT
CAROLINE W. AHL, COMMISSIONER
J. DENNIS HANRAHAN, COMMISSIONER**

**NEW YORK STATE
DEPARTMENT OF CIVIL SERVICE
ALBANY, NEW YORK 12239**