

ATTENDANCE AND LEAVE MANUAL

GENERAL INFORMATION BULLETIN 2008-01

Introduction

June 2008

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Please place this General Information Bulletin in your Manual under the tab “Introduction”

TO: Manual Holders
FROM: Terry Jordan, Director of Staffing Services
SUBJECT: The Launch of the Online Attendance and Leave Manual

We are pleased to announce the launch of the *online version* of the New York State Attendance and Leave Manual.

The intent behind the online version of the Manual is to enhance users’ access to the information in the original hardcopy manual and to help us more quickly disseminate amendments and revisions to the Manual as necessitated by changes in law, rule, regulation, labor agreement, or court decisions.

We provide the online Manual in searchable .PDF and .HTM versions. The .PDF version allows you to print particular sections, updates, or even the entire manual as necessary. The .HTM version is particularly useful for quick reference.

The sections of the online Manual correspond to the sequence of the rules; e.g., Section 21.2 of the Rules provides vacation benefits; Section 21.2 of this Manual contains the interpretive material on vacation. Within each section are “rule pages” to interpret the Attendance Rules and “contract pages” (as needed) to interpret any related provisions of the negotiated agreements.

Following the main body of the Manual are a number of appendices, several of which aggregate information on benefits available under specific circumstances; e.g., Appendix D discusses attendance and leave benefits for part-time employees.

From today forward we will no longer print and distribute updates to the Manual—Transmittal Memoranda, Policy Bulletins, General Information Bulletins, and Advisory Memoranda. Rather we will update the online Manual and notify you by email of any updates [see below]. Updates will be available in .PDF format for downloading and printing locally if you wish to maintain printed copies of your Manuals.

With this Bulletin, we also are pleased to announce the launch of a dedicated email list to notify Attendance and Leave Manual subscribers of Manual updates. To subscribe to this list, go to:

http://www.cs.state.ny.us/attend_leave_manual

scroll down the page to EMAIL LIST and follow the instructions for subscribing.

The email list is not "two-way." Replies to list emails will not be reviewed or answered. Instructions for unsubscribing from the email list are readily available on our webpage at the above address.

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Comments or questions about the Online Attendance and Leave Manual should be addressed to:

NYS Department of Civil Service,
Attendance and Leave Unit
Alfred E. Smith State Office Building
Albany, NY 12239
Phone (518) 457-2295
Fax (518) 473-6369

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February 2006

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**Please place this General Information Bulletin in your Manual under the tab
“Introduction”**

TO: Manual Holders
FROM: Terry Jordan, Director of Staffing Services
SUBJECT: Movement of Administration of Workers' Compensation Leave
Benefits to the Attendance and Leave Unit

This memo is to announce that inquiries about the administration of Workers' Compensation Leave benefits should now be addressed to the Attendance and Leave Unit, in the Staffing Services Division Policy Section.

Staff of the Attendance and Leave Unit can be reached at (518) 457-2295. The fax number is (518) 457-6957. The address is:


Attendance and Leave Unit
NYS Department of Civil Service
Albany, NY 12239

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July 2003

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To: Manual Holders
From:  William E. Doyle, Director of Staffing Services
Subject: Attendance and Leave Unit Program Page available on the Department of Civil Service Web Site

This General Information Bulletin supercedes Advisory Memorandum 2001-03, dated June 8, 2001.

The Attendance and Leave Unit now has its own program page on the Department of Civil Service web site. To view the Attendance and Leave web page:

1. Open your browser and connect to: <http://www.cs.state.ny.us> to access the Civil Service public web site.
2. Click on the button for "Programs and Services"
3. Under the "Programs and Services" heading scroll down to and click on the link "Attendance and Leave Benefits"

Current Features Available On Our Page

Besides the general description of our unit's responsibilities, our web page has links to:

- Policy Bulletins, General Information Bulletins, and Advisory Memoranda regarding Military Leave as it relates to the events of September 11, 2001
- Memoranda issued about Attendance and Leave benefits for 2002 and 2003
- The 2003 and 2004 Calendar of Legal Holidays

The telephone number for the Attendance and Leave Unit remains the same (518) 457-2295. There is a **new fax number** (518) 457-6957. The mailing address remains the same:

Attendance and Leave Unit
Staffing Services Division, Room 370
NYS Department of Civil Service
Building 1, State Campus
Albany, NY 12239

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Purpose

This Manual is designed to assist State departments and agencies in the interpretation and application of the Attendance Rules for Employees in New York State Departments and Institutions and the attendance and leave provisions of the agreements negotiated with State employee organizations.

Part of the State Personnel Management Manual System, the Attendance and Leave Manual is the official source for Department and Commission policy and procedure statements on attendance and leave. Please be advised that changes in law, rule, regulation, labor agreement and court decisions occurring subsequent to issuance of these pages will alter or void sections of this Manual. Pending issuance of revised pages, notice of the changes will be given by Policy Bulletin. (See p. 4 of this Introduction.)

Organization

The Manual contains policy, procedures and interpretive material on the Attendance and Leave program for employees of State departments and agencies. It is based on the Attendance Rules for Employees in NYS Departments and Institutions (4 NYCRR Parts 20-33) and the agreements negotiated between the State and the organizations representing employees in positions subject to the Rules.

The sections of the Manual follow the same sequence as the actual Rules; e.g., Section 21.2 of the Rules provides vacation benefits and Section 21.2 of this Manual contains the interpretive material on vacations. Within each section are white pages which interpret the Civil Service Rules and pink pages (as needed) which interpret any related provisions of the negotiated agreements.

Following the main body of the Manual are a number of appendices, several of which are aggregates of information on benefits under specific circumstances; e.g., Appendix D discusses attendance and leave benefits for part-time employees.

Rule interpretation sections of the Manual typically begin with a statement of the purpose of the rule, followed by employee eligibility criteria and application of the benefit. If the rule provision is impacted by a related contract provision, there will be a marginal reference (in italics) to the page where the discussion of that contract provision appears. Pursuant to Rule Section 26.3, the Rules and

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contracts must be read together and the contracts take precedence when their provisions are different from the Rules.

Using the Manual

This Manual is a reference book. To make it more useful, this guide for locating a subject is included. The steps in finding a specific item in the Manual are listed below, followed by an example:

1. Look up the general subject in the Table of Contents in the front of the Manual (blue tab).
2. Go to the tab divider that begins the Part containing the section needed (blue dividers) and review the Table of Contents for that Part. It is broken down by section, and within each section, rule interpretation subjects (numbered consecutively on white paper) and contract interpretation subjects (numbered consecutively with "C-" prefixes on pink paper following the rule pages).
3. After finding the section and pages in the Table of Contents, use the yellow dividers to locate the section and pages.
4. Read both the rule and contract interpretation material. (As explained above, contract provisions modify the rule provisions.)
5. If there is a contract item which changes a specific benefit provided in the rules, there will be a reference on the rule page typed in italics in the left margin. If the reference is just a page number, it is to a page within the same section. If the reference is to another section, both the section and page numbers will be included. The reference is to the first page of the applicable discussion.
6. Appendices are printed on beige paper and contain material on the topic indicated. They are not broken down as either rule or contract provisions, are numbered consecutively and contain no marginal references.
7. When reviewing a table of contents, remember that some provisions are only in rule and some provisions are only in contract. It is necessary, therefore, to look through the whole table, not just the rule sections which appear first.

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For example, discovering the answer to the question below would require the following steps.

Question:

How much personal leave is credited to an employee on March 3, 1987, her personal leave anniversary date, who began State service on March 3, 1987, in the Administrative Services Unit and moved to the Professional, Scientific and Technical Services Unit in February 1987?

Procedure:

1. The Table of Contents shows Personal Leave (Section 21.6) in Part 21, Absence With Pay.
2. The Table of Contents for Part 21 (behind the blue tab) contains Personal Leave (Section 21.6) on page 4. The index lists "Crediting of Personal Leave" on page 2 (rule pages) and "Rate of Accumulation" on page C-6 (contract pages).
3. Going to Section 21.6, Personal Leave (behind the yellow tab), page 1 says:

"1. Employees are credited with five days of personal leave each year on their anniversary date."

There is a marginal reference to "C-6" which is the contract page (pink) within the Section.

4. Turning to page C-6, there is a discussion on pages C-6 through C-10 on crediting personal leave. Specifically, the third paragraph on page C-9 describes what happens with personal leave when an employee moves to a PS&T position. Care should be taken to read five pages, however, to ensure there are not additional provisions applicable to the situation.

Answer:

The employee is credited with three days of personal leave on March 3, 1987.

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Issuance and Distribution of Material

A copy of this Manual has been sent to each person listed as possessing a copy of the former Attendance Rules Manual as of January 3, 1987. Additional copies for agency staff who have responsibility for attendance and leave administration are available upon written request to:

Employee Relations Section
Personnel Services Division
Department of Civil Service
W. Averell Harriman
State Office Building Campus
Albany, New York 12239

Copies of new and revised Manual materials will be distributed for all outstanding Manuals, under the SPMM system, in one of the following four ways:

1. Transmittal Memoranda - Serially-numbered, will be used to distribute new and revised pages for permanent inclusion in the Manual.
2. Policy Bulletins - Will be used to amend and enhance existing Manual materials until new Manual pages are prepared and distributed with a transmittal memorandum. Policy Bulletins take precedence over existing Manual items.
3. General Information Bulletins - These will contain information on Attendance and Leave matters that is needed on a one time basis and does not have to be filed in the Manual.

All material for this Manual will be issued under the signature of the Commissioner or Executive Deputy Commissioner, NYS Department of Civil Service. No changes in, or additions to, this Manual are authoritative unless they have been so issued. The Employee Relations Section of the Personnel Services Division is responsible for the preparation, clearance and distribution of material. Inquiries and suggestions should be directed to that office at the above address or (518) 457-2295.