



**Department of  
Civil Service**

**ANDREW M. CUOMO**  
Governor

**LOLA W. BRABHAM**  
Acting Commissioner

**NY 18-29**  
**PE 18-16**

**To:** Agency Health Benefits Administrators  
**From:** Employee Benefits Division  
**Subject:** NYSHIP Sick Leave Preservation Adjustment  
**Date:** October 29, 2018

Due to recent changes, enrollees who have deferred their health insurance coverage in retirement require an update to their sick leave information in the sick leave credit preservation page in NYBEAS. Specifically, HBAs must enter the hours worked per day and annual salary for these individuals. Updating this information will allow the enrollee's sick leave credit to be appropriately calculated once a reinstatement is processed.

We have identified retirees who need an update to these fields and have created a new NYBEAS worklist, Sick Leave Preservation Adjustment. You will only see the worklist if action is needed from you to update the information needed to calculate the sick leave credit for retirees formerly employed by your agency. You must update the Work Hours to report the enrollee's former daily work schedule based on a 7.0, 7.5, or 8.0 hour workday. You must also update the enrollee's former annual salary amount based off of the hourly rate of pay your reported.

This information must be completed no later than 11/30/2018. If you have any questions regarding this or any of your other NYBEAS worklists, contact the EBD HBA Line at 518-474-2780 to speak with a processor. Thank you for your assistance in updating this sick leave credit information for the retirees from your agency.