



## Department of Civil Service

**KATHY HOCHUL**  
Governor

**TIMOTHY R. HOGUES**  
Commissioner

### IMPORTANT NOTICE – PEP ENROLLMENT FOR 2024

May 13, 2024

Dear NYSCOPBA Enrollee:

As a result of the recently ratified contract between NYSCOPBA and New York State, there will be a Productivity Enhancement Program (PEP) special enrollment period. PEP for 2024 allows eligible full- and part-time NYSCOPBA-represented employees to exchange previously accrued annual and/or personal leave in return for a credit to be applied toward the employee share of their NYSHIP premium on a biweekly basis. The program will be administered on a prorated basis effective July 1, 2024 through the end of the 2024 plan year.

To elect PEP for 2024, you must apply **between May 28 and June 28, 2024.**

The amount of annual and/or personal leave that eligible full-time employees can forfeit and the corresponding NYSHIP premium credits for 2024 are shown in the table on the next page. Eligible part-time employees can participate on a prorated basis.

Review this information carefully and contact your HBA for an application or to confirm your eligibility for this benefit.

**Remember: if you wish to participate in this program for 2024, you must apply no later than June 28, 2024.**

NYSCOPBA Productivity Enhancement Program Update 5/2024 – NF1180

**Productivity Enhancement Program for 2024**

**NYSCOPBA Full-time employees in positions at or equated to  
Salary Grade 17 and below:**

**Forfeited Days**

**Annual NYSHIP Credit**

2

\$400

4

\$800

**NYSCOPBA Full-time employees in positions at or equated to  
Salary Grade 18 through 24:**

**Forfeited Days**

**Annual NYSHIP Credit**

1.25

\$375

2.5

\$750