



# INFORMATION ANNOUNCEMENT

Andrew M. Cuomo  
Governor

RoAnn M. Destito  
Commissioner

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## Waiver of Holiday Compensation

Each year between April 1 and May 15, employees who are eligible to receive holiday compensation may elect to change the way they receive this compensation. Employees who are now receiving holiday pay for time worked on a holiday may elect to receive leave credits, and employees who now receive leave credits for time worked on a holiday may elect to receive holiday pay. If an employee does not wish to make a change to their existing holiday compensation option, no further action is required.

### Eligibility

In order to be eligible for this benefit, an employee must be in one of the following Bargaining Units: CSEA, Council 82, DC-37, NYSCOPBA, PBANYS, PEF, or M/C in salary grade 22 and below.

### Completing a Waiver Form

Employees wishing to change their existing option should complete the Waiver of Additional Money for Holiday Work form (attached). Once completed, employees should return the form to the BSC Time and Attendance Unit **no later than May 15, 2013**, close of business. The completed form may be faxed to (518) 486-9166 or mailed to:

OGS Business Services Center  
Time and Attendance Unit  
32nd Floor, Corning Tower  
Empire State Plaza  
Albany, NY 12242

If you need assistance or have any questions regarding this information, please contact the BSC Time & Attendance Unit at (518) 457-4272 or [BSC@ogs.ny.gov](mailto:BSC@ogs.ny.gov).

*For more information visit the BSC website or contact the BSC today!*

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Email: [bsc@ogs.ny.gov](mailto:bsc@ogs.ny.gov)  
Website: <https://bsc.ogs.ny.gov>

Tel: 518-457-4272  
Fax: 518-486-9166

BSC Finance (31st Floor) & HR (32nd Floor)  
Corning Tower, Empire State Plaza  
Albany, NY 12242

Waiver of Additional Money for Holiday Work

I am eligible for additional money if I am required to work during my regular working hours on any day observed by the State as a holiday. Between April 1 and May 15, 2013, I may waive my right to such additional money and choose to receive compensatory time off instead. If I previously waived my right to receive money for holiday work, I have until May 15, 2013 to cancel that decision and start receiving money again.

I wish to change the way I am currently being paid for holiday work:

I am now receiving money; I wish to receive compensatory time off.

I am now receiving compensatory time off; I wish to receive money.

I understand that this is the way I will receive holiday pay from now on. I will not be able to change this decision until at least April 1, 2014, and it will continue this way unless I do change it during an open period in 2014 or later.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Work Location: \_\_\_\_\_

NYS EMPLID: N \_ \_ \_ \_ \_

Negotiating Unit (check one):

PBANYS – APSU

Council 82 – Security Supervisors

CSEA – ASU

CSEA – ISU

CSEA – OSU

CSEA – DMNA

DC-37 – RRSU

NYSCOPBA – Security Services

PEF – PS&T

M/C

Please return this form to the Business Services Center Time and Attendance Unit by close of business **May 15, 2013**. The completed form may be faxed to (518) 486-9166 or mailed to:

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32<sup>nd</sup> Floor, Corning Tower  
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