



**Office of
General Services**

**Business
Services Center**

Information Announcement

Maximum Annual Leave Accruals for Management Confidential (M/C) Employees

November 28, 2016

The maximum annual leave accrual date for Management Confidential (M/C) employees is January 1, 2017. Annual leave accruals for Management Confidential (M/C) cannot exceed the maximum level of 40 days (300 hours for a 37.50 hour workweek; 320 hours for a 40 hour workweek; and pro-rated for part-time) at the beginning of business, on the January 1, 2017 adjustment date. Any accruals above the maximum accrual level will be forfeited at the beginning of business January 1, 2017. Annual leave may exceed this level at any other point during the year.

Please contact the BSC's Time and Attendance Unit at BSCTimeAdmin@ogs.ny.gov or (518) 457-4272 if you have any questions regarding the use of annual or other leave accruals.