

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
POLICY BULLETIN 2024-09

Section 26.3

October 2024

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TO: Manual Recipients
FROM: Benjamin Gifford, Director of Staffing Services
SUBJECT: Attendance and Leave Items – 2023–2026 State-NYSCOPBA – Security Services Unit (SSU) Negotiated Agreement

NYSCOPBA – Security Services Unit (SSU) Employees:

The following material describes the new or revised attendance and leave provision contained in the 2023-2026 Agreement between the State of New York and the NYS Correctional Officers and Police Benevolent Association, Inc.

Questions concerning this material should be directed to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.

Article 14.1(e) -- Vacation Leave Accumulation

In the recently negotiated agreement, the October 1 vacation leave accrual cap was changed to April 1. Effective April 1, 2025, SSU employees who are entitled to earn and accumulate vacation leave credits may accumulate such credits up to a total of 40 days, but their balance cannot exceed 40 days on that date.

This means that employees may carry more than 40 days of vacation leave accruals, however, the employee's balance of vacation credits may not exceed 40 days on April 1, 2025 and on April 1 of each subsequent year. Balances therefore may exceed 40 days on October 1, 2024 until April 1, 2025. Agencies should start preparing for this change now to ensure that balances can exceed 40 days on October 1, 2024.

The agreement also immediately removed the requirement that an employee could only exceed the maximum during the year if they had a written request to use vacation denied in writing. This no longer applies and an employee is simply permitted to exceed the 40 day cap on vacation leave accruals up to April 1 of each year going forward without any request to use and/or denial of a request to take vacation leave.

In the event of death, retirement or separation from service, employees shall continue to be compensated in cash for accrued and unused vacation credits only up to a maximum of 30 days.