

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
POLICY BULLETIN 2024-10

Section 26.3

October 2024

Page 1 of 1

TO: Manual Recipients
FROM: Benjamin Gifford, Director of Staffing Services
SUBJECT: Attendance and Leave Items – 2023–2026 State-PBANYS – Agency Police Services Unit (APSU) Negotiated Agreement

PBANYS – Agency Police Services Unit (APSU) 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 Police Benevolent Association of New York State.

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, APSU 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.

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.

Article 14.3(a) – Family Sick Leave and Bereavement Leave

The maximum amount of sick leave that can be charged in the event of death or illness in the employee's immediate family has been increased from twenty-five (25) days to thirty (30) days per calendar year. This provision covers Calendar Year 2024 and each subsequent calendar year.