

Classified Service Attendance Rules

The Fair Labor Standards Act and the Department of Civil Service Attendance Rules require that all employees eligible for overtime record time in, time out and lunch time in and out on their attendance record.

Personal Leave (PLV)

As an annual salaried employee, you are eligible to earn 5 days of personal leave (prorated for part time employees based on the percentage worked) on your first day of work. This date becomes your personal leave anniversary date and should be recorded on your time record. You are required to use all personal leave within one year from the date it is earned. Unused personal leave is forfeited close of business the day before your personal leave anniversary date. New personal leave is credited to your time record at the beginning of business on your personal leave anniversary date. Your personal leave anniversary date changes only if you are on a leave without pay on your personal leave anniversary date. Your new personal leave date will be the date you return to work.

Sick Leave (SLV)

You are eligible to earn sick leave each pay period if you are in full pay status seven out of ten working days. If you are represented by CSEA Operational, Institutional or Administrative negotiating units, Council 82, PEF hired prior to April 1, 1982, or are a Management Confidential employee, you receive ½ day each pay period for a total of 13 days per year (prorated for part-time employees based on your percentage worked). You may accumulate up to 200 days (1500 hrs for 7.5 hour workers and 1600 hours for 8 hour workers) or 225 days (1800 hrs.) for Council 82 members. Upon retirement from State service the dollar value of up to 200 days will be used to pay your health insurance premiums. Absences of more than 4 consecutive days require submission of medical documentation to your supervisor before you can charge the absences to sick leave.

Vacation (annual) Leave (ALV)

As an annual salaried employee you are eligible to earn 13 days of annual leave – ½ day of annual leave every pay period (prorated for part-time employees based on percentage worked) for the first seven years of employment. This annual leave is not credited to your time record until you have completed 13 pay periods. To earn accruals for a pay period, you are required to work seven out of ten working days. Upon completion of the 13 pay periods, you receive a lump sum equal to ½ day for each of the 13 pay periods and then begin to earn additional time for each completed pay period.

Your annual leave anniversary date is your first day of work. This date should be recorded on your time record to insure proper crediting of bonus days in the future. This date only changes if you are off the payroll for more than six months. On your annual anniversary date you are eligible to earn 1 bonus day of annual leave for each year of employment for the first seven years. At the completion of 7 years, you will begin to earn 20 days of annual leave each year (5.75 hrs per pay period with a ½ annual additional for 7.5 hour workers and 6 hours per pay period with a 4 hour annual addition for 8 hour workers). Bonus days are again earned after 15 or 20 years of service depending upon the terms of your negotiated agreement.

You may accumulate up to 40 days (300 hrs for 7.5 hr workers and 320 for 8 hr workers) of annual leave on your time record. If you are represented by CSEA or PEF, you may exceed 40 days of annual leave during the fiscal year. However, under no circumstances can you exceed the maximum level at the beginning of business on April 1. Any annual leave in excess of the maximum level is forfeited on April 1. If you are represented by Council 82, you may exceed 40 days of annual leave during the fiscal year. However, under no circumstance can you exceed the maximum level at the beginning of business on October 1. Any annual leave in excess of the maximum level is forfeited on October 1. Management

Confidential employees may exceed the maximum level during the year but will forfeit anything over the maximum level on January 1. If annual leave has been restored to you as a result of a Workers' Compensation decision, and that has caused you to exceed the maximum level on the target date, please contact the Payroll Office for further instructions.

Holiday Leave (HLV)

Holiday leave is earned when you work on a holiday and have waived holiday pay or the holiday falls on a pass day. Compensatory time earned in lieu of holiday pay or for holiday leave earned on a pass day must be clearly marked as holiday leave on your time record and can be used in partial day units. If you are represented by CSEA ASU or OSU negotiating units, PEF or are a Management Confidential employee, you are required to use holiday leave within one year of the date on which it is earned or it is forfeited. CSEA ISU employees may accumulate holiday leave. You cannot be paid for holiday leave upon separation from State service.

Each year the State may designate up to two floating holidays, generally Lincoln's Birthday and Election Day. Floating holidays are credited as holiday leave on your time record and should be kept separately from other holiday leave. Floating holidays can be used in partial day units. Again, as specified above, floating holidays must be used within one year of the date earned or they are forfeited. You cannot be paid for unused floating holidays upon separation from State service.

Regular Compensatory Time

Compensatory overtime begins when you have completed 40 hours of work in a work week (Thursday to Wednesday for annual salaried employees). Employees who work a 37.5-hour workweek earn non-compensatory overtime for the time worked between 37.5 and 40 hours in a workweek. This time is recorded on your time card and can be used to cover absences. You have one fiscal year from the year in which it is earned to use the non-compensatory time or it is forfeited. Upon separation from State service, you can be compensated for up to 30 days of non-compensatory overtime. Employees who are scheduled to work a 40-hour workweek are NOT eligible to earn non-compensatory overtime.

Overtime (OTA)

The Fair Labor Standards Act requires that all employees eligible to earn overtime be compensated for any time worked beyond 40 hours in a work week (Thursday to Wednesday for annual salaried employees). All employees are required to secure supervisory approval before working overtime. Employees who work overtime without supervisory approval may be subject to counseling and possibly disciplinary action. Hours worked begin with the time you sign in each day and end with the time you sign out. You may not record a time in or time out more than 7 minutes before the start of your scheduled workday or after the end of your scheduled workday without supervisory approval for overtime.

Tardy Rules

In the event that you are late, you should immediately notify your supervisor who may then excuse the tardiness by noting approval on the time sheet/card. The lateness is then charged to leave credits and is not treated as tardiness. When the tardiness is not excused, automatic penalties involving leave credit deductions will be imposed.

Tardiness Penalty	
1 or 2 incidences of lateness totaling 14 min. or less	None
3 or more incidences of lateness totaling 14 min. or less	.25 hours
Any incidence of lateness 15 min. or more	.25 hours for each 15 min. or fraction thereof up to 2 hours
Excess over 120 minutes	.5 hours for each 15 min. or fraction thereof

Deductions will be made from compensatory time, vacation, or personal leave in that order. If no leave credits are available, deductions will be made from the employee's check in the form of Lost Time (LWOP). Other administrative actions are also possible.

Special Compensatory Time (SCT)

June 11, 2004 was designated by Gov. Pataki as a statewide day of remembrance for former President Ronald Reagan. Special Compensatory time (SCT) applies to any employee who was scheduled to work and did work on 6/11/2004, or for whom 6/11/2004 was a pass day. Part time employees for whom 6/11/04 was a pass day earned the corresponding hours based on FTE. Full time employees earned SCT based on the number of hours worked that day, for a maximum of 7.5, 8, or 10-hour shift. There is no cap or expiration for SCT, and it may be charged in .25-hour increments. There is no provision to pay SCT if the employee leaves State service. This compensatory time accrual must be recorded separately from any other Compensatory time.

Over 40 Compensatory Time (OFCT)

Effective 7/16/2004, CSEA-represented employees in overtime-eligible positions allocated to grades 22 and below have the option to earn compensatory time at the time and one half rate in lieu of overtime pay for hours worked in excess of 40 in a work week. Eligible employees who waive the payment option should post the hours worked on the time record by accruing 1.5 times the hours of overtime worked, carried to 3 decimal places. This accrual may not be charged out. Time earned will accrue in a bucket that will be paid out in the check closest to December 1st, if and only if the employee elects this option. Otherwise, the time will continue to accrue up to a maximum Over 40 Compensatory Time (OFCT) balance of 240 hours. Once this cap is reached, the employee automatically earns money for any overtime worked. This compensatory time accrual must be recorded separately from any other compensatory time. Employees who leave an eligible position in the bargaining unit, or who leave state service are entitled to payment of OFCT up to a maximum of 240 hours. The waiver period for OFCT will be July-June annually and employees must complete a separate enrollment form in order to participate in subsequent years of the program.

Breast Cancer Screening (BCS)

Effective November 11, 2002 classified employees are entitled to receive 4 hours of leave for Breast Cancer Screening (BCS) each calendar year. Breast cancer screening includes physical exams and mammograms for the detection of breast cancer. Travel time is included in this 4-hour cap. The appointing authority may require satisfactory medical documentation that the employee's absence was for the purpose of screening for breast cancer. Any BCS accruals remaining on 12/31 close of business will be forfeited. There is no provision to pay BCS upon separation from state service.

Voluntary Reduction in Work Schedule (VRWS)

This program is available to CSEA, classified M/C and PEF employees on campus. It allows employees to voluntarily trade income for time off. The VRWS program is available to eligible annual salaried employees only and may be entered into for any number of payroll periods up to a maximum of 26 biweekly payroll periods. It permits employees to reduce their work schedules to reflect personal needs and interests and for agencies, to have a flexible mechanism for allocating staff resources. Employees must have one continuous year of state service on a qualifying schedule in order to participate. Work reduction can occur in increments beginning with 5 up to a maximum of 30%. VR time is earned on a biweekly basis in exchange for reduced salary and then can be scheduled for use on a fixed basis or intermittently. More specific information can be given from Human Resources at 777-2187.

Prostate Cancer Screening (PCS)

Effective October 25, 2004 classified employees are entitled to receive 4 hours of leave for Prostate Cancer Screening (PCS) each calendar year. Prostate cancer screening includes physical exams and blood work performed for the detection of prostate cancer. Travel time is included in this 4-hour cap. The appointing authority may require satisfactory medical documentation that the employee's absence was for the purpose of screening for prostate cancer. Any PCS accruals remaining on 12/31 close of business will be forfeited. There is no provision to pay PCS upon separation from state service.