

MAXIMUM BALANCE OF ACCRUALS - NY STATE EMPLOYEES

**ALL PART-TIME EMPLOYEES - the totals are pro-rated based on your percentage of effort.*

REMINDER: Please submit your leave reports and/or timesheets in a timely fashion.

The following table provides maximum accruals that may be carried from one calendar year to the next for:

FULL-TIME UNCLASSIFIED EMPLOYEES -- UUP

Type of Leave	Days Carried Over
Vacation	40
Sick	200

If you exceed the maximum on January 1st your days over will be cut to the maximum.

The following table provides maximum accruals that may be carried from one calendar year to the next for:

FULL-TIME UNCLASSIFIED EMPLOYEES – M/C

Type of Leave	Days Carried Over
Vacation	40
Sick	200

If you exceed the maximum on January 1st your days over will be cut to the maximum

The following table provides maximum accruals that may be carried from April 1st to March 31st of each year for:

FULL-TIME Classified CSEA employees:

Hours/Workweek	Type of Leave	Hours Carried Over	Days Carried Over
37.5	Vacation	300	40
37.5	Sick	1500	200
40	Vacation	320	40
40	Sick	1600	200

If you exceed the maximum on April 1st your hours over will be cut to the maximum.

The following table provides maximum accruals that may be carried from April 1st to March 31st of each year for:

FULL-TIME CLASSIFIED – PEF employees:

Hours/Workweek	Type of Leave	Hours Carried Over	Days Carried Over
40	Vacation	320	40
40	Sick	1800	225

If you exceed the maximum on April 1st your hours over will be cut to the maximum.

The following table provides maximum accruals that may be carried from October 1st to September 31st of each year for:

FULL-TIME UNIVERSITY POLICE: PBANY AND NYSCOBA

Hours/Workweek	Type of Leave	Hours Carried Over	Days Carried Over
40	Vacation	320	40
40	Sick	1800	225

If you exceed the maximum on October 1st your hours over will be cut to the maximum.