



STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514

ANDREW M. CUOMO
GOVERNOR
COMMANDER IN CHIEF

PATRICK A. MURPHY
MAJOR GENERAL
THE ADJUTANT GENERAL

MNHS

25 March 2013

MEMORANDUM FOR All State Employees

SUBJECT: 26th Pay Period Leave Adjustment

1. We are currently in the 26th pay period (14 March - 27 March, 2013) and this is a reminder to inform **all personnel with over seven years of State service and all firefighters** to add appropriate leave adjustments to their leave accruals.
2. In accordance with established labor agreements and the M/C handbook, personnel who work a 37.50 hour workweek will earn .25 hours of annual leave in the twenty-sixth pay period. Personnel who work a 40 hour workweek will earn 2 hours of annual leave in the twenty-sixth pay period.
3. Firefighters with **less than seven years of State service** earn .75 hours of annual leave and .75 hours of sick leave in the twenty-sixth pay period. Firefighters with **more than seven years State service** earn 2 hours of annual leave and .75 hours of sick leave in the twenty-sixth pay period. **Firefighters who are in the M/C negotiating unit do not earn the sick leave adjustment regardless of their years of service.**
4. Questions should be directed to Ms. Aimee Hommel at (518) 786-4437 or aimee.m.hommel.nfg@mail.mil or Ms. Holly Richardson at (518) 786-6051 or holly.p.richardson.nfg@mail.mil.

FOR THE ADJUTANT GENERAL:


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