



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

14 April 2011

MEMORANDUM FOR All State Employees

SUBJECT: Holiday Pay Compensation Waiver

1. The Collective Bargaining Agreement between the Division of Military and Naval Affairs (DMNA) and Civil Service Employees Association, Inc. (CSEA) allows employees an option as to how they are compensated for time worked on a holiday. An employee may elect to waive holiday pay in favor of compensatory time off. These same privileges are available to Management/Confidential (MC) employees in grades MC-22 and below.
2. Employees should notify State Human Resources (MNHS) in writing, using the attached waiver, if they elect to decline holiday pay and choose to receive time accruals for holidays worked, or to change a waiver that was previously submitted.
3. Employees currently enrolled who do not wish to make changes are not required to re-submit a waiver.
4. This waiver must be returned to MNHS by close of business 15 May 2011. Waivers received after that date will not be accepted.
5. This waiver will remain in effect until at least beginning of business 1 April 2012.
6. Questions regarding this memorandum should be directed to Ms. Aimee Hommel at (518) 786-4437 or Ms. Holly Richardson at (518) 786-6051.

FOR THE ADJUTANT GENERAL :


MARILYN HARTLEY
Director, Human Resources
Management

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