



Waiver of Additional Money for Holiday Work

I am eligible for additional compensation (holiday pay), if I am required to work during my regular working hours on any day observed by the State as a holiday. Between April 1, 2020 and May 15, 2020, I may waive my right to such additional money and choose to receive time accruals instead. If I previously waived my right to receive money for holiday work, I have until May 15, 2020 to cancel that decision and start receiving money again.

I wish to **change** the way I am currently being paid for holiday work (make selection below):

*****DO NOT return the form if your election is NOT changing*****

I am now receiving money; I wish to receive time accruals.

I am now receiving time accruals; I wish to receive money.

I understand that I will be compensated for holidays worked as indicated above, and I will not be able to change this option until at least April 1, 2021. The option chosen will remain in effect unless I change my option during the next open period.

Name (Please print): _____

Signature: _____

Work Location: _____

Employee ID Number (not SSN): – _____

Negotiating Unit (Check one):

_____ CSEA

_____ PEF

_____ M/C

_____ PBA of NYS ***

_____ NYSCOPBA ***

*****If you are a veteran or eligible reservist, see the Special Holiday Waiver enclosed.
(PBA of NYS and NYSCOPBA only)**

Submit completed and signed forms to the Office of Human Resources Management (OHRM) by May 15, 2020. Forms can be submitted by fax 518-437-4731, email timerecords@albany.edu, or by U.S Mail (Mailing address below).