



## 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 2, 2024 and May 15, 2024, 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, 2024 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, 2025. 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 (HR)  
by May 15, 2024. Forms can be submitted by fax 518-437-4731, email  
[timerecords@albany.edu](mailto:timerecords@albany.edu), or by U.S Mail (Mailing address below).*