

UUP Waiver of Compensatory Time for Holiday Work

I am eligible for compensatory time off if I am required to work during my regular working hours on any day observed by the State as a holiday. Between April 1 and May 15, 2020, I understand that I may waive my right to such compensatory time for Thanksgiving, Christmas and New Year's and instead choose to receive additional compensation of equivalent value for work on those holidays

I wish to change the way I am currently being compensated for holiday work:

I am now receiving compensatory time off; I wish to receive additional compensation in lieu of compensatory time.

I previously selected holiday compensation in lieu of compensatory time off. I wish to revoke my previously selection and resume earning compensatory time off. I understand, with this change, I will no longer earn holiday compensation.

If you do not wish to make any change, no action is necessary.

I understand that this is the way I will receive holiday compensation for the term of the 2016-2022 State/UUP Agreement if I am required to work on Thanksgiving, Christmas or New Year's unless I change my election during an open period. I understand that I will not be able to change this decision until at least April 1, 2021, and it will continue this way unless I do change it during an April 1 to May 15 open period in 2021 or later.

Name *(Please print)*: _____

Signature: _____

Date: _____

NYS EMPLID: N _____ (this number can be found on your paycheck)

UAlbany email address: _____

Submit completed and signed form 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 U.S. Mail (Mailing address below).

*University at Albany – OHRM
1400 Washington Ave, UAB-300
Albany, NY 12222*