

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-285

November 2, 1981

To : All State Departments and Agencies

Subject: 1981 Excess Vacation Exchange Program for Employees designated
Management/Confidential and Certain Other State Employees

Chapter 474 of the Laws of 1980 as amended by recent legislation provides for an optional payment in exchange for up to 5 days of vacation credits for certain State employees. The legislation extends the option to the following employees who are eligible to accumulate vacation credits and who had 35 days of vacation accumulated at the time of election.

Employees designated management/confidential under the Taylow Law (NU 06).

Employees in the State University professional service who are considered to be management/confidential (NU 13).

Employees of the State Police whose salaries are provided for by Section 215.1(a) of the Executive Law (NU 18).

Employees of PERB (NU 66).

Employees of the Division of Military and Naval Affairs who are eligible for management/confidential life insurance under Section 158 of the Civil Service Law (NU 46).

Correction Superintendents paid under Section 19 of the Correction Law (Grade 700).

Employees in Cornell and Alfred Universities who in the opinion of the Director of Employee Relations would be management/confidential if subject to the Taylor Law. (NU 40 in Alfred Ceramics)

Excluded from participation are all officers and employees whose salaries are prescribed by Section 169 of the Executive Law or whose salaries were so prescribed prior to the enactment of Chapter 55 of the Laws of 1979.

Each eligible employee as defined above may elect to receive payment for from 1 to 5 days of vacation. Employees paid on a part-time basis may receive the payment on a pro-rated basis. The election must have been filed by May 1, 1981 and each employee must have had 35 or more days of accumulated vacation credits at the time the election was filed.

Payment for these days will be at the October 1, 1981 salary including the salary increase effective October 1 and all additional salary factors in effect on that date but excluding any performance advances based on October 1, 1981 ratings. The vacation exchange payment will be made during the week of December 7, 1981, in a separate check, following completion of processing of Period 18. Employees who have gone inactive since electing the vacation exchange will also be paid at this time. The checks and registers will be distributed during the week of December 7. Deductions will be taken for federal, state and New York City taxes (at the weekly tax rate schedule), social security, and garnishees, based on the deductions in effect during the regular payroll period just prior to the vacation exchange payment. Since the payment is not considered salary for the purposes of computing retirement benefits, retirement contributions will not be taken.

The information on the vacation exchange payment for each individual who elected payment will be reported by PR-75 during regular payroll processing in Period 18 (November 19 to December 2, 1981 for Administration agencies; November 26 to December 9, 1981 for Institution agencies).

All employees will be paid for the vacation exchange by the agency where they were employed at the end of Payroll Period 17 (November 5 to 18, 1981 for Administration and November 12 to 25, 1981 for Institution agencies). Therefore, if an employee transfers from your agency after that date, you must still submit the information for the vacation exchange payment. If an employee transfers into your agency after that date, do not report the vacation exchange payment; it will be paid by the agency in which the employee was previously employed.

Transaction code VAC EX is used to report the information for this payment.

Transaction Code: VAC EX

Group 3
Class B

Complete blocks 01 through 06 and the following

- #07 Transaction Code - Enter VAC EX
- 49 Misc Block A - Enter the number of days for vacation exchange in full days for both full-time and part-time employees.
- 50 Misc Block B - Enter the amount of the vacation exchange payment based on 1/10th of the normal biweekly in effect on October 1, 1981 X number of days.

NOTE: The vacation exchange payment should not be reported in the Gross (ADD) block since it will not be paid in the Period in which the PR-75 is processed.

If other transactions are reported for the individual during this payroll period, VAC EX may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the vacation exchange data must be reported in these blocks. Enter the other information in the Remarks block. (Remember to use SPECIAL as an additional transaction code.) The amount of the vacation exchange payment should not be added to the Gross (ADD).

When submitting vacation exchange forms in Pay Period 18 prepare a special PR-76 Transmittal. Write Vacation Exchange Payment at the top of the form, enter the total amount in the Certification Total block and sign the Agency Payroll Certification. Submit the PR-76 for the vacation exchange payment at the time you submit your regular payroll for Period 18.