

NEW YORK STATE

OFFICE OF THE STATE COMPTROLLER

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

DIVISION OF AUDITS AND ACCOUNTS

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To : All State Departments and Agencies

Subject: Reporting Procedures for Education and Training Leaves
for Management/Confidential Employees

Section 16 of Chapter 1028 of the Laws of 1981 provide for education and training leaves for management/confidential employees. The detailed requirements are contained in the memorandum issued by the Governor's Office of Employee Relations dated February 16, 1982.

The payroll transaction code to be reported on a PR-75 for education and training leaves under this section should be:

ED LV - use this code to report education leave
without or with less than full pay.

OR

ED LV FUL - use this code to report educational leave
with full pay.

The instructions for reporting these transactions are in Chapter C, Section 5 (pages 62-63) of the Agency Payroll Manual.