Subject	Bulletin No.
Excess Vacation Exchange Program for Employees designated Management/Confidential and Certain Other State Employees	P-542
	Date September 29, 1987

Chapter 306 of the Laws of 1985 extended the excess vacation exchange program for certain State employees for the period April 1, 1985 through March 31, 1988. Under this program these employees may elect to receive an optional payment in exchange for up to 10 days of vacation credits each fiscal year. 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 Taylor 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 excluded from representation (NU 46).

Correctional 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 10 days of vacation. Employees paid on a part-time basis may receive the payment on a pro-rated basis. The election must be filed each year between April 1 and the last day of the payroll period which includes July 1 and each employee must have 35 or more days of accumulated vacation credits at the time of election is filed. Employees who are in management/confidential positions during the election period, but who move to a position in another bargaining unit prior to the date of payment are still eligible to receive the payment.

Payment for these days will be at the October 1, 1987 salary including all additional salary factors in effect on that date. The vacation exchange payment will be made during the week of November 30, 1987, in a separate check, following completion of processing of Administration Period 16L and Institution Period 17L. <u>Employees who have gone inactive since electing the vacation exchange will also be paid at this time and the payment is calculated at the employee's last salary prior to separation from service.</u> The checks and registers will be distributed during the week of November 30. Deductions will be taken for federal, state and City taxes (at the weekly tax rate schedule for 5 days and the biweekly tax rate schedule for more than 5 days), social security/medicare, garnishees and Federal levies, 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 Administration Period 14L (October 1 to 14, 1987) and Institution Period 15L (October 8 to 21, 1987).

All employees will be paid for the vacation exchange by the agency where they were employed at the end of Institution Payroll Period 14L (September 24 to October 7, 1987). Therefore, if an employee transfers from your agency after that date, you must 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 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, 1987 X number of days.

NOTE: The vacation exchange payment should not be
       included 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).

Following these payroll periods you will receive 2 copies of a Special listing for all employees who will receive a vacation exchange payment with the number of days and amount to be paid to each employee and a grand total for your agency.

Review this listing carefully. If corrections or additions are necessary submit a PR-75 in Administration Period 16L and Institution Period 17L with transaction code VAC EX and the correct data, or with (0) in both miscellaneous blocks to cancel the payment completely. In addition, enter all corrections on the Special Listing and adjust the grand total.

Prepare a special PR-76 Transmittal. Write Vacation Exchange Payment at the top of the form and enter your adjusted total from the Special Listing in the certification total block and sign the Agency Payroll certification. Submit the original copy of the Special Listing (corrected for adjustments you have made, if any) and the PR-76 for the vacation exchange payment at the time you submit your regular payroll for Administration Period 16L or Institution Period 17L.