



Office of the State Comptroller
PAYROLL BULLETIN

Subject Excess Vacation Exchange Program for Employees designated Management/Confidential and Certain Other State Employees	Bulletin No. P-594
	Date January 5, 1989

Chapter 732 of the Laws of 1988 continues the excess vacation exchange program for certain State employees for the period April 1, 1988 through March 31, 1991. Under this program these employees may elect to receive an optional payment in exchange for up to 5 days (reduced from 10) 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 5 days of vacation. Employees paid on a part-time basis may receive the payment on a pro-rated basis. Under the normal rules 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. However, for the current 1988-'89 fiscal year, the election period has been extended to February 14, 1989 and an employee is eligible to file an election if he or she had 35 or more days of accumulated vacation credits anytime between April 1, 1988 and February 14, 1989. Employees who are in management/confidential positions and file an election, 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, 1988 salary including all additional salary factors in effect on that date. The vacation exchange payment will be made during the week of March 20, 1989, in a separate check, following completion of processing the payrolls for Period 24L. 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. The checks and registers will be distributed during the week of March 20, 1989. Deductions will be taken for Federal, State and City taxes (the weekly tax schedule will be used), 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 23L (February 2-15, 1989) and Institution Period 23L (February 9-22, 1989).

All employees will be paid for the vacation exchange by the agency where they were employed at the end of Institution Payroll Period 22L (January 26 - February 8, 1989). 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, 1988 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.)

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 Period 24L (February 16-March 1, 1989 Administration and February 23-March 8, 1989 Institutions) 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 Period 24L.

