



Office of Employee Relations

KATHY HOCHUL
Governor

MICHAEL N. VOLFORTE
Director

March 19, 2026

Mr. Benjamin Traslavina
Director of Contract Administration
Public Employees Federation, AFL-CIO
1168-70 Troy Schenectady Road
P.O. Box 12414
Albany, New York 12212-2414

Dear Mr. Traslavina:

I am writing regarding the Joint Health and Safety Conference (Conference) scheduled to be held May 11 – 13, 2026, at Crowne Plaza Albany – The Desmond Hotel, in Albany, New York. The Conference will begin at 2:00 p.m. Monday, May 11, 2026, and end at 11:00 a.m. Wednesday, May 13, 2026.

The State has agreed to provide up to three (3) days of release time without charge to leave accruals for designated employees to attend this Conference, to the extent that such absences shall not unreasonably interfere with agency operations. Such release time shall require prior supervisory approval and adhere to agency procedures for requesting leave to attend conferences/trainings. The release time includes travel related to the conference, which is limited to a maximum of three (3) hours for employees traveling less than 300 miles to/from the venue, and a maximum of five (5) hours for employees traveling 300 miles or more to/from the venue.

Employees whose work schedule requires additional time to attend this program must charge the additional time to appropriate leave accruals. No overtime is authorized for attendance or travel to and from the conference, and no time off shall be granted for employees who attend the Conference on their pass day. For non-day shift employees approved to attend the conference, agencies shall make every effort to accommodate requests from these employees to adjust their regular work schedule to allow them to use agency release time.

If you concur with the above, please counter-sign below and return a copy to me.

Sincerely,

Edward Cottrell
Assistant Director

Benjamin Traslavina
Public Employees Federation, AFL-CIO