

Instructions and Codes for EOL Request and Reimbursement Form

1. Employee completes form for charge to EOL for the following meetings:
 - attendance at a PEF Executive Board or PEF Committee Meetings - Article 4.7(a); OR
 - “special circumstances” - Article 4.7(d); OR
 - attendance at Joint Contract Committee Meetings - Article 4.7(c); OR
 - attendance at Pre-meetings of Joint Contract Committee Meetings - Side Letter.
2. Employee uses a separate form for each meeting (codes listed below). Multiple days for the same meeting may be included on the same form up to a maximum of five (5) days.
3. Employee submits form to PEF (address listed on front) within 60 calendar days of date of EOL.
4. PEF submits form to GOER.
5. GOER will approve or disapprove charge to EOL and notify PEF and the employee’s agency.
6. If GOER approves, the time will be charged to EOL. If GOER disapproves, employee charges appropriate accruals.

NOTE: Employee may request EOL for time that conflicts with the employee’s regularly scheduled workday, but not for activities that occur before or after scheduled working hours. Example: The workday begins at 1:00 pm, meeting begins at 8:00 am, so employee requests EOL beginning at 1:00 pm.

Meetings and Codes

Executive Board and PEF Committee Meetings – Article 4.7(a)

<u>Code</u>	<u>Committee/Board</u>	<u>Code</u>	<u>Committee/Board</u>
101	Executive Board	116	Historic Preservation
102	Executive Council	117	Labor/Management Council
103	Budgetary Advisory	118	Legal Appeals
104	By-Laws	119	Membership Mobilization
105	Civil Service	120	Nurses
106	Convention	121	Organizing
107	Credentials	122	Pension
108	Delegate Elections	123	Political Action Committee
109	Divisions	124	Political Action Advisory Executive Committee (PAAEC)
110	EDP	125	Scholarship
111	Equal Opportunity	126	Special Elections
112	Ethics	127	Teachers
113	Full Staffing for Quality Service	128	Training
114	Governor’s Empire State Advantage	129	Trustees
115	Grievance Appeals Panel	130	Veterans

“Special Circumstances” – Article 4.7(d)

<u>Code</u>	<u>Special Circumstance</u>
201	Travel related to Executive Board and Committee Meetings
202	Other activity (describe) _____
203	Regional Coordinator Business

Joint Contract Committees – Article 4.7(c)

<u>Code</u>	<u>Article/Committee</u>
301	Article 9 / Health Benefits
302	Article 10 / EAP
303	Article 13 / Workers’ Compensation
304	Article 14 / PDQWL
305	Article 15 / PDC
306	Article 18 / Health and Safety
307	Article 19 / Parking
308	Article 22 / Employment Security Committee
309	Article 42 / Family Benefits
310	Travel related to Contract Committee Meeting

Pre-Meeting for Joint Contract Committees

<u>Code</u>	<u>Article/Committee</u>
401	Article 14 / PDQWL
402	Article 15 / PDC
403	Article 18 / Health and Safety
404	Article 22 / Employment Security Committee