

Official Memo

To: All PEF Members
From: PEF Contract Administration
Date: November 8, 2023
Subject: Accruals Deadline



The Deadline to Use “Carried-Over” Vacation Accruals is Approaching. Be sure to Put in Your Requests for Time Off!

Do you have “carried-over” accruals?

Many PEF members have a balance of “carried-over” accruals that need to be used by December 31, 2023, or they will be lost. Due to the COVID pandemic, PEF members were allowed to carry over vacation accruals beyond the 40-day contractual cap in each April from 2020 through 2023. These carried-over accruals have to be used by December 31, 2023, or they will be forfeited.

Make sure to put in a written request to use your carried over accruals ASAP and save any denials.

If you haven’t done so already, it is very important that you put in written requests to use the full balance of your carried-over accruals as soon as possible, even if you think the request will be denied. If your request is denied, save the denial so that you can provide it to PEF. PEF will be seeking compensation for anyone who put in to use this time and was denied and had the accruals forfeited.

Accruals Earned since April 2023 are not subject to the December 31, 2023, deadline.

It is important to understand that any vacation accruals earned since April 2023, either through bi-weekly accruals or a lump sum received on your anniversary date, can put you over the 40-day cap and are not subject to the December 31, 2023, deadline for carried-over accruals. Again, it is only accruals that were carried over in April 2020, April 2021, April 2022 or April 2023 that have to be used by December 31, 2023. Accruals earned after April 1, 2023, will not be subject to the 40-day cap until April 1, 2024.

If you don't know your balance of carried-over accruals, request that information from HR and give a 48-hour deadline for a response.

Most agencies have a separate timecard category for these COVID-era carried-over accruals, so you can see exactly how many hours have to be used by the end of the year. For those in agencies that have not kept a separate accounting of carried-over accruals, you may need to request your balance of carried-over accruals from the Human Resources Department so you know how many accruals are subject to forfeiture if not used by the end of the calendar year. If you are not sure how many carried-over accruals you have, please contact your HR Department with the following: "Please let me know my balance of carried-over accruals that are subject to the December 31, 2023, deadline within 48 hours of receipt of this email." If your HR Department cannot tell you your balance, please contact your PEF Field Representative as soon as possible. Also, if your agency, like OMH, did not keep two separate balance categories for regular vacation accruals and the carried-over accruals, you can estimate your carried-over accrual balance by taking your current balance of vacation accruals and subtracting any accruals earned since April 2023. Anything over 40 days should be a good estimate of your carried-over accruals. However, we believe that your HR Department should provide you with an exact accounting upon request.

Consider using your carried-over accruals to help pay for your share of your NYSHIP health insurance premium.

Please also note that for those in salary grades 24 and below, you can use carried-over accruals for a credit to help pay for your health insurance premiums through the Productivity Enhancement Program (PEP). For those in salary grades up to 17, eight (8) days of accruals can be used to help pay for the health insurance premium. For those in salary grades 18-24, five (5) days of accruals can be used. This is a good way to utilize carried over-accruals that are subject to forfeiture by the end of the year. You can obtain an application for the PEP program from your HR Department. The deadline for enrollment in PEP for 2024 is December 11, 2023. [Click here for more information about PEP.](#)