



TO: All UUP Employees
FROM: Payroll
DATE: March 27th, 2024
SUBJECT: HOLIDAY COMPENSATION WAIVER NOTICE

Employees represented by UUP are eligible to receive additional compensation (holiday pay) if required to work their regular shift on any day observed as a holiday by the State, or to waive such additional pay and receive equivalent compensatory time off instead.

If you wish to revoke a previous waiver, please complete the form below and return to HR Suite A010 or email to payroll@sunypoly.edu no later than May 15th, 2024.

** If you do not wish to make a change to your current election, it is not necessary to return this form. **

Holiday Compensatory Time Waiver

I wish to change the way in which I am currently being compensated for holiday work:

- I am now receiving money; I wish to receive compensatory time off.
I am now receiving compensatory time off; I wish to receive money.

I understand that this is the way I will receive holiday compensation for the remainder of 2024. I understand that I will NOT be able to change this decision again outside of the next election period, which runs from April 1st to May 15th 2025.

NAME: (Please print)

SIGNATURE:

WORK LOCATION:

NYSID:

SUPERVISOR'S SIGNATURE: