


MEMORANDUM

March 26, 2010

TO: All Nonjudicial Employees Represented by
The Civil Service Employees Association, Inc.

FROM: James Welch 

SUBJECT: Sick Leave Bank – Enrollment Application for 2010 Open Enrollment Period

Pursuant to Section 9.3(i) of the 2007-2011 Agreement between the State of New York- Unified Court System and the Civil Service Employees Association, Inc., the voluntary Sick Leave Bank established for the benefit of employees necessarily absent from work due to illness or disability has been continued. Over the 16-year existence of the Bank, over 4,000 of your co-workers have elected to participate in this most worthy program.

If you are not already a member of the bank, you may join during the 28-day open enrollment period which begins April 1, 2010 and runs through April 28, 2010. **Current members need not reapply and the annual contribution charge for 2010 will be waived.**

As in past years, participation in the Bank is voluntary. Eligible employees and contribution requirements are as follows:

1. **To be eligible, an employee must have a minimum sick leave balance of 13 days (prorated for part-time employees) at close-of-business March 31, 2010. An eligible employee is defined as an annual salaried employee working at least 50% (half time) and eligible to earn and accrue time and leave credits.**

2. **Employees who could have joined the Sick Leave Bank during any fiscal year since 1994-95, but who elected not to do so and/or who lacked sufficient service credit to join during prior open periods.** Employees must have a minimum of 13 days of sick leave standing to their credit and will be required to contribute the total number of hours of accrued and unused sick leave as was contributed by similarly situated employees who joined the Bank previously. The contribution includes a 14 hour initial charge plus all annual charges for any prior years in which the enrollee could have joined but did not. Employees are generally considered to have been eligible to enroll the April after their first year of UCS employment. Please consult with your Administrative Office for the number of hours you must contribute. Contributions are prorated for employees working less than full time.

Only Bank members are eligible to apply for and receive Bank Credits.

To join the CSEA Sick Leave Bank in 2010, complete and return the attached form to your local administrative office with a copy to the Labor Relations Office by April 28, 2010.

JPW:CFH:tmb
Enclosure

**STATE OF NEW YORK-UNIFIED COURT SYSTEM and
THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**

SICK LEAVE BANK ENROLLMENT FORM

I, _____, elect to join the CSEA Sick Leave Bank and to contribute _____ hours (see #2 above) of my accrued and unused sick leave credits. I understand that these hours will be deducted from my accrued sick leave credits as soon as administratively practical.

Date Signature

Social Security Number Title

Judicial District or Court/Agency/Unit i.e. 4th JD or Court of Claims or OCA Division of Technology

FOR OCA USE ONLY

Payroll Agency Code _____ Line Item Number _____