



# Governor's Office of Employee Relations

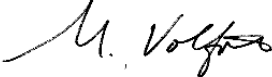
**KATHY HOCHUL**  
Governor

**MICHAEL N. VOLFORTE**  
Director

## MEMORANDUM

October 13, 2021

TO: Directors of Human Resources

FROM: Michael N. Volforte 

SUBJECT: Over40 Comp Time II  
Cash-Out Election for 2021

Under the terms of the Over40 Comp Time II program for CSEA-, DC-37-, and PEF-represented employees, employees are permitted in October of each year of the program to elect to cash-out up to 120 hours of accrued Over40 Comp Time II credits.

The cash-out is available to any employee who has Over40 Comp Time II hours standing to his or her credit. Employees need not be currently enrolled in the Over40 Comp Time II program and need not be currently employed in an eligible position to participate in the annual cash-out.

In 2021, the cash-out election period runs from Friday, October 15, 2021 through Friday, October 29, 2021. Over40 Comp Time II credits that the employee elects to cash-out will be deducted from the employee's time record as of the date the agency personnel office receives the election form.

The 2021 cash-out payment will be made in the payroll check issued closest to December 1, as follows:

Payroll Cycle	Check Issue Date	Payroll Period
Administration Lag	November 24, 2021	#16 (Oct 28 - Nov.10)
Administration Current	November 24, 2021	#17 (Nov. 11 - Nov. 24)

Institution Lag	December 2, 2021	#17 (Nov. 4 - Nov. 17)
Institution Current	December 2, 2021	#18 (Nov. 18 – Dec 1)

Payment is calculated at the straight-time rate based on the employee's regular base salary as of the last day of the payroll period for which the payroll check is issued. For example, employees on the Administration Lag payroll cycle, calculation of the cash-out payment will be based on regular base salary as of *November 10, 2021*.

The Office of the State Comptroller will issue a payroll bulletin providing instructions for processing the 2021 cash-out payment.

*Please ensure that the attached election form is distributed to eligible employees in your agency and that these employees are aware of the opportunity to liquidate hours accrued under the program.*

Please direct any questions about the cash-out election to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.

/bmt  
Attachment

cc: Personnel Officers