

N. VACATION AND SICK LEAVE

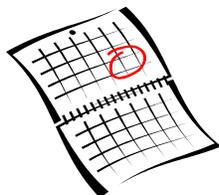
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Critical Dates

- **August 2, 2012** – Return completed Vacation and Sick Leave sample

Each Department is required to maintain balances for annual leave, sick leave, and compensatory time for each employee. These records, provide the Comptroller's Office with the basis for calculating the City's estimated liability to employees for time earned through June 30, 2013 for inclusion in the City's financial statements.

Departments Who Do NOT Maintain Balances in PMS

The Department of Corrections non-managers, Department of Education and City Council are the only three City Departments that currently do not maintain their leave balances on the Payroll Management System (PMS). A sample of employees will be used to calculate their leave balances.

For each selected employee, the Department must provide the following:

- Balances of the specified date for annual leave, sick leave, compensatory time, and where applicable, terminal leave. Please enter the balances in hours in the appropriate columns. The total liability for each employee will automatically be calculated by formula within the spreadsheet.
- Photocopies of the time records to support the balances reported.
- A list of the specific labor agreements, time and leave regulations, etc. used in determining the leave balances.
- A statement that the employee data (payroll bank, hourly rate, salary etc.) provided by the Comptroller's Office has been verified by the Department.

All responses should be returned by E-mail to the Comptroller's Office along with the name and telephone number of the timekeeper providing the leave balances, no later than August 2, 2013. The photocopies of the time records should be submitted to the Comptroller's Office by the same date.