



New York State Correctional Officers & Police Benevolent Association, Inc.

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To: Chief Stewards, Corrections

From: Mike Marro, NYSCOPBA Staffing / Grievance

Re: 2019 Correction Officer Leave Days Calculations / Vacation Schedules

Date: May 31, 2018

Please be advised that the calculation process for the 2019 Correction Officer Leave Days Earned (LDE)/ Vacation Schedule and Incidental Leave distribution schedules will begin next month. DOCCS Security Information Staffing Unit (SISU) will be issuing e-mails and calculation sheets to your facility staffing Lieutenant, who will in turn begin the LDE calculations. It is recommended that you contact your staffing Lieutenant now, in advance of the process beginning, and work closely with your staffing office to ensure that the correct number of Officers and LDE are included in your calculation.

Upon completion of this calculation, your facility staffing Lieutenant will forward his calculations to SISU who will, in turn, issue their approved vacation schedule and incidental leave calculation sheet back to the facility and to NYSCOPBA (usually sometime in July/August). I will then review the calculation and will issue my recommendations to you.

From that point forward, you can either choose to accept SISU's recommendations or alter the recommendation through an agency level agreement - which I draw up and sign with DOCCS Labor Relations. To avoid possible conflicts during the process, please do not enter into any local agreements regarding vacation schedules or incidental leave until you receive SISU's calculation and my recommendation letter.

Please contact me with questions and concerns regarding the process.

NOTE: Remember that the LDE calculation is based on the number of Officers assigned to your facility at the time that the calculations are done - **It is not based on your Budgeted Fill Level or your Plot Plan Level** (the amount of Officers you should have). Additionally, titles such as FSO and WTO, as well as TROs are generally not included (carved out) in the calculation because they often receive their time off through the DSS or staffing Lieutenant's office. Likewise, those expected to be on extended absences/leaves lasting 6 months or more, are carved out as well.

Cc: Corrections Vice Presidents and Business Agents