

SUNY OSWEGO
Oswego, NY 13126

Office of Human Resources

Civil Service Classified Employees
Selection of Pay or Holiday Leave for Holiday Worked*

All newly appointed classified civil service employees must select an option whether they wish to receive an extra day's pay or holiday leave for hours worked on a holiday.

This option may be revised once a year during a period designated by CSEA contract.

This form is placed on file in the Payroll Office.

_____ I wish to receive an extra day's pay for any holiday I may work.

_____ I wish to accrue holiday leave for any holiday I may work.

Print Name

Signature of Employee

Social Security #

Date

*This does not apply to floating holidays. If an employee works on a floating holiday he/she receives equal time on the time sheet under "Floating Holiday" category to be taken on a future date.