

**Waiver of Additional Money for Holiday Work**

I am eligible for additional money if I am required to work during my regular working hours on any day observed by the State as a holiday. Between April 1, 2023 and May 15, 2023, I may waive my right to such additional money and choose to receive compensatory time off instead. If I previously waived my right to receive money for holiday work, I have until May 15, 2023, to cancel that decision and start receiving money again. This waiver does not apply to days designated by the State as floating holidays.

*I wish to change the way in which I am currently being paid for holiday work:*

☐ I am now receiving money; I wish to receive compensatory time off.

☐ I am now receiving compensatory time off; I wish to receive money.

I understand that this waiver will remain in effect until at least April 1, 2024 and it will continue this way unless I change it during an open period in 2024 or later.

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

BUDGET TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

NEGOTIATING UNIT: ☐ CSEA-ASU  
(check ☒ one) ☐ CSEA-ISU  
☐ CSEA-OSU  
☐ PBANYS  
☐ NYSCOPBA  
☐ PEF

Please return this form to:

**Payroll Office, CLEV 408, fax 878-3872, or e-mail [payroll@buffalostate.edu](mailto:payroll@buffalostate.edu), by close of business May 15, 2023**