

Frequently Asked Questions
Deficit Reduction Leave (DRL) Program

What is the “Deficit Reduction Leave (DRL) Program”?

The DRL is a negotiated cost savings and job protection program which requires each New York State employee to contribute the value of 5-work days of pay in State Fiscal Year (FY) 2011-12 and 4-work days pay in State FY 2013-14. In exchange for the reduction in pay, employees are entitled to take an equivalent amount of time off during the fiscal year in which the reduction occurred (E.G.: 5 days in FY 2011-12 and 4 days in FY 2012-13).

How is the DRL leave credited? Will the State credit the time all at once – up front? Or will the time be credited each pay check as the salary deductions are made?

*The DRL leave will be credited **up front** as follows:*

FY 2011-12 (5-days Credited):

<i>Institution Payroll:</i>	<i>9/08/2011</i>
<i>Administrative Payroll:</i>	<i>9/14/2011</i>

FY 2012-13 (4-days Credited):

<i>Institution Payroll:</i>	<i>4/05/2012</i>
<i>Administrative Payroll:</i>	<i>4/11/2012</i>

When will the reduction in pay occur?

FY 2011-12:

Spread out over 15 pay periods, beginning with paycheck dated:

<i>Institution Payroll:</i>	<i>9/08/2011</i>
<i>Administrative Payroll:</i>	<i>9/14/2011</i>

FY 2012-13:

Spread out over 26 payments, beginning with paycheck dated:

<i>Institution Payroll:</i>	<i>4/05/2012</i>
<i>Administrative Payroll:</i>	<i>4/11/2012</i>

How much is the bi-weekly reduction to gross pay?

The dollar amount of reduction will be based on each employee’s specific gross pay at the time of the reduction.

- In FY 2011-12 a total reduction equal to the value of gross pay for 5–workday’s will be spread out equally over 15 consecutive payroll periods. The reduction in gross pay will equal 1/3 of one day’s pay per pay period.
- In FY 2012-13 the value of 4 – workday’s reduction in an employee’s bi-weekly gross pay will be spread out equally over 26 consecutive payroll periods. The reduction in gross pay will equal less than 1/6 of one day’s pay per pay period.

NOTE: The reduction in an employee’s gross pay will also mean a corresponding reduction in Federal, State, Local, Social Security and Medicare Taxes. This also means a reduction in employee pension contributions for those who contribute.

When can I take my days off?

FY 2011-12:

	On or After	On or Before
<i>Institution Payroll</i>	9/08/2011	3/31/2012
<i>Administrative Payroll:</i>	9/14/2011	3/31/2012

FY 2012-13

	On or After	On or Before
<i>Institution Payroll</i>	4/5/2012	3/31/2013
<i>Administrative Payroll:</i>	4/11/2012	3/31/2103

Do I need my Supervisor’s approval to take the time off?

Yes, in the same manner that vacation leave is approved.

Can I take all of my DRL days immediately or do I have to wait for the State to deduct the value of those days from my payroll checks?

Subject to supervisory approval, employees can begin using their DRL days immediately after the first deduction is made (In September for FY 2011-12 and in April for FY 2012-13).

Are there any minimum or maximum limitations on how much time I can take off at once?

No, there are no limitations. Subject to supervisory approval, employees can utilize their leave all at once or in as little as 15 minute units.

Can I use the DRL time to cover unscheduled absences (e.g.: sick leave) or tardiness?

No, all use of time off must be approved in advance by the appropriate supervisor.

Can my Supervisor deny me the use of my time off?

Yes, if staffing requirements prohibit the approval of your request. However Agencies are required to allow employees to exhaust the 5 days before the end of FY 2011-12 and 4 days before the end of FY 2012-13. If a member has repeatedly been denied use of his or her leave they should contact their local level CSEA representative.

Advice: Request the time when you need it however don't wait until the end of the fiscal year to request the time off.

Can my Supervisor dictate which days I must take off?

No. Requests for utilization of leave under this program are intended to be based upon employee's choice, subject however to supervisory approval.

What if several employees request the same time off, how is the decision made?

Seniority will be the determining factor if there are multiple requests for the same time off.

What if I have unused DRL days on the books after the close of the fiscal year?

Any time remaining on the books beyond the end of the fiscal year in which it was granted is lost. DRL time cannot be carried over.

What if I have unused DRL days on the books on the date that I leave state service (retire, resign, or otherwise separate from state service.)?

Any time remaining on the books on the date that you separate from state service are lost. There will be no lump sum payment for days left on the books on the date that an employee leaves state service.

Advice: If you are planning on leaving state service prior to the end of fiscal year 2011-12 or 2012-13 please make sure that you request to use the DRL leave credits PRIOR to the date of separation so when you leave there is a zero balance.

I am planning on leaving state employment sometime before the end of the fiscal year (3/31), what happens if I take all 5 –days off in 2011-12 or 4-days off in 2012-13 and leave?

The state will deduct the amount remaining from your final paycheck.

Will DRL time off be considered full-time pay status for the purpose of :

- Earning bi-weekly leave accruals
- Eligibility for holidays
- Overtime eligibility/calculations
- Eligibility to receive Health/ Dental/Vision benefits

Yes

Will DRL time off be considered as time worked for purposes of Probation periods?

Civil Service has granted discretion to the State Agencies as to whether DRL leave will count as time worked for purposes of service probation terms.

How will the DRL time be accounted for by agencies with respect to the granting leave credits and the use of such credits?

Each agency is required to “adjust their time record systems to allow for this new type of DRL leave and are required to track and record its use”.

I have heard that in addition to allowing me to take 4 – days off in FY 2012-13 that the State will also reimburse me for the DRL wage reduction taken in FY 2012-13. Is that true?

Yes, *The State will reimburse you for the DRL salary deduction that was taken during FY 2012-13. The State will begin to reimburse employees over a 39 consecutive payroll period basis beginning with the final paycheck received in FY 2015-16*

How will the DRL affect employees who are participating in the Voluntary Reduction in Work Schedule (VRWS) Program?

Employees participating in the VRWS program will be credited with a prorated amount of DRL Leave based on their VRWS percentage rounded down to the nearest ¼ hour.

How will the DRL affect less than full-time, per diem, part-time, seasonal, or hourly employees?

These employees will receive a pro-rata share of the DRL leave based on the number of hours they work or are expected to work during the appropriate fiscal year.

How will the DRL affect employees who are participating in a compressed (4 – 10 hour days) work week program?

Employees participating in a compressed work week program will be required to contribute the value of 40 hours pay in FY 2011-12 and 32 hours pay in FY 2012-13. Affected employees would then be permitted to take the equivalent amount of DRL time off during the applicable fiscal year.

What if I move to a different bargaining unit that is not covered by the DRL?

The State will adjust the employees DRL credits to reflect the number of pay roll periods that the employees served under the DRL. Any unused DRL leave not used will be carried over by the employee into the new bargaining unit, however, such credits must be used prior to the end of the fiscal year in which they were received.

What happens to my DRL leave credits if I promote or reassign within my Agency or facility?

The employee who promotes or who is reassigned within the same State Agency or facility will be permitted to retain his or her unused DRL leave credits; however, such credits must be used prior to the end of the fiscal year in which they were received.

What happens to my DRL leave credits if I move from one Agency or appointing authority to another?

The employee who promotes or who is transferred to a different State Agency or facility will be permitted to retain his or her unused DRL leave credits; however, such credits must be used prior to the end of the fiscal year in which they were received.