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Subject Leap Year Factor for State Employees

To: All State Employees

Date: April 18, 2003

The salary factor used to calculate your current bi-weekly gross pay is based on 365 days in a year. During a leap year, this salary factor is based on 366 days. Since February 29, 2004 falls within the New York State 2003-2004 fiscal year, the leap year factor will be used to calculate your bi-weekly gross. As a result, you will notice a slight decrease in your bi-weekly gross starting with your paycheck dated April 23, 2003.

The following employees will not be affected by this change:

21 pay faculty

Graduate and Teaching Assistants

Hourly/Per Diem employees

In September 2003, the following employees will be affected by this change:

Faculty with a calendar year obligation

College-Year employees

If you require additional information, please contact Debbie Phelan at 632-6199 or Pat Hines at 632-6091.