**TO**: HSC & West Campus UUP Represented and Management Confidential (MC-13) Employees

**FROM**: Des Jessop, Assistant Manager, State Time & Attendance/Leave Unit

**SUBJECT**:Productivity Enhancement Program (PEP) for 2020

**DATE** October 14, 2019

The Productivity Enhancement Program (PEP) allows eligible UUP represented and Management Confidential (MC-13) employees to exchange previously accrued vacation leave for a credit to be applied toward their employee share of NYSHIP Health Insurance premiums on a bi-weekly basis.

**For Plan Year 2020 PEP Allows:**

* Full-time UUP and MC-13 employees earning up to $69,556 who enroll in the program to forfeit 3 or 6 days of vacation leave for a credit of $600 ($23.08 bi-weekly) or $1200 ($46.15 bi-weekly).
* Full-time UUP and MC-13 employees earning $69,556 and below $99,397 who enroll in the program to forfeit 2 or 4 days of vacation leave for a credit of $600 ($23.08 bi-weekly) or $1200 ($46.15 bi-weekly).
* Eligible part-time employees may elect to participate on a pro-rated basis in accordance with their employment percentage of effort.

This credit will be applied towards the bi-weekly health insurance premiums paid in the 2020 plan year.

**Eligibility Criteria to Enroll:**

* UUP represented and MC-13 employees paid on a Calendar Year (annual) or College Year basis with a full-time annual salary rate up to $69,556 and not greater than $99,397 or a part-time employee with an annual salary rate that does not exceed $99,397;
* Have a balance of vacation leave of at least 8 days after making the forfeiture or a prorated balance for part time employees; and
* Be a NYSHIP enrollee (contract holder) at the time of enrollment.

A complete description of this program can be found at [www.stonybrook.edu/hr](http://www.stonybrook.edu/hr). Eligible employees may elect to participate in the Productivity Enhancement Program (PEP) by completing the enclosed enrollment form and **submitting it by Friday, November 15, 2019 to:** Human Resource Services, Administration Bldg. – Room 390 – Zip 0751

If you require additional information please contact Des Jessop at (631) 632-6181.

cc: L. Johnson S. Chambliss-Alvarez T. McEachern E. Quinn

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