



# Contract Administration

**TO:** PEF Membership  
**FROM:** Erika Frasier, Health Benefits Specialist  
**DATE:** November 15, 2024  
**RE:** 2025 PEP Enrollment

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**The 2025 open enrollment period for the Productivity Enhancement Program (PEP) runs from November 1, 2024, through December 9, 2024.**

PEP allows eligible employees to exchange previously accrued annual leave and/or personal leave in return for a biweekly credit that reduces their share of New York State Health Insurance Program (NYSHIP) premium. In addition, in accordance with improvements negotiated in the 2023-2026 PEF/State Agreement, Institution Teachers can exchange floating days and compensatory days (if applicable). **Your agency attendance and leave office must first review for eligibility prior to forwarding to the agency Health Benefit Administrator (HBA) for entry into NYBEAS.**

Agencies are responsible for distribution and retention of the enrollment forms, along with the coordination between the agency personnel office and the HBA. Agencies are also responsible for the certification of accrual adjustment(s) and initiating the PEP credit on NYBEAS.

## **PEP PREMIUM CONTRIBUTION CREDIT:**

The 2025 PEP credit will begin with the first 2025 health insurance premium deduction. The amount that will be credited toward the biweekly employee share of the health insurance premium is reflected in the following charts and is based upon the employee's Salary Grade and the number of leave days forfeited. The credit for part-time employees will be prorated based upon their payroll percentage. In no case, will the PEP credit exceed the employee's biweekly NYSHIP premium due.

**Salary Grade 17 and below****Non-Teachers**

<b>Forfeited Days</b>	<b>Annual NYSHIP Full Time Credit</b>	<b>Bi-weekly Credit</b>
4	\$800	\$30.77
8	\$1,600	\$61.54

**Institution Teachers**

<b>Forfeited Days</b>	<b>Annual NYSHIP Full Time Credit</b>	<b>Bi-weekly Credit</b>
1	\$200	\$7.69
2	\$400	\$15.38
3	\$600	\$23.08
4	\$800	\$30.77
5	\$1,000	\$38.46
6	\$1,200	\$46.15
7	\$1,400	\$53.85
8	\$1,600	\$61.54

**Salary Grade 18 through 24****Non-Teachers**

<b>Forfeited Days</b>	<b>Annual NYSHIP Full Time Credit</b>	<b>Bi-weekly Credit</b>
2.5	\$750	\$28.85
5	\$1,500	\$57.69

**Institution Teachers**

<b>Forfeited Days</b>	<b>Annual NYSHIP Full Time Credit</b>	<b>Bi-weekly Credit</b>
1	\$300	\$11.54
2	\$600	\$23.08
3	\$900	\$34.62
4	\$1,200	\$46.15
5	\$1,500	\$57.69