

2020 - 2021

NO. 10



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DATE: March 16, 2021
TO: B/C Office Directors (Via Email)
Principals (Via Principal's Digest)
Payroll Secretaries (Via Email)
FROM: Kevin Monrose
SUBJECT: New OP44 Form

The NYC Department of Education's Office of Payroll Administration has created a new OP44 form to be used when employees apply for termination pay. The new form allows for the entry of the number of unused vacation days. **These are days that were credited to eligible UFT employees as a result of the Spring Break 2020 arbitration decision and will be reflected in Part III of the document.** As before, the form must be completed online, saved and emailed to the appropriate persons for their electronic signatures.

The link to the new OP44 form is below:

[Form OP44 - Application for Termination Pay for Pedagogues](#)

When ALL signatures are affixed to the form, it should be emailed to the DOE's Office of Payroll Administration at: TerminationUnit@schools.nyc.gov

To access the instructions for adding the electronic signature please click [here](#) and follow the steps. **Please download and install Acrobat Reader 11; it is required and is free.** The instructions are applicable to all forms and are being provided to ensure that the user is able to affix his/her electronic signature to the appropriate form.

If you have any questions, please call HR Connect at 718 935 4000.

Thank you for your cooperation.

C: Richard Carlo
Maria Conklin
Francine Perkins-Colón
Vicki Bernstein
Len Rubino
A. Karasoula
S. Mark UFT