2020 LEAVE RECORD for New York State COURT PAYROLL EMPLOYEES

Your leave benefits were negotiated for you by CSEA — your union!

EXAMPLES:
If you are sick 4 hours, enter S-4 under the appropriate day. If you take 2 hours of personal, enter P-2, etc.

To record leave used, enter these letters for the appropriate date:

V = (Vacation)

S = (Sick Leave)

H = (Holiday)

M = (Military Leave)

P = (Personal Leave)

SPEC = (Special)

C = (Compensatory)

LWOP = (Leave Without Pay)

W = (Worker's Comp)

PAY PERIOD	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	ANNUAL LEAVE Balance from last record:			SICK LEAVE Balance from last record:			PERSONAL LEAVE Balance from last record:		
															Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
DEC 26, 2019 - JAN 8																							
JAN 9 - JAN 22																							
JAN 23 - FEB 5																							
FEB 6 - FEB 19																							
FEB 20 - MAR 4																							
MAR 5 - MAR 18																							
MAR 19 - APR 1																							
APR 2 - APR 15																							
APR 16 - APR 29																							
APR 30 - MAY 13																							
MAY 14 - MAY 27																							
MAY 28 - JUN 10																							
JUN 11 - JUN 24																							
JUN 25 - JUL 8																							
JUL 9 - JUL 22																							
JUL 23 - AUG 5																							
AUG 6 - AUG 19																							
AUG 20 - SEP 2																							
SEP 3 - SEP 16																							
SEP 17 - SEP 30																							
OCT 1 - OCT 14																							
OCT 15 - OCT 28																							
OCT 29 - NOV 11																							
NOV 12 - NOV 25																							
NOV 26 - DEC 9																							
DEC 10 - DEC 23																							
DEC 24 - JAN 6, 2021																							

CONSULT YOUR UNION CONTRACT, YOUR CSEA REPRESENTATIVE OR YOUR PERSONNEL OFFICE FOR HOLIDAY OBSERVANCE SCHEDULE

Leave accruals are an important contractual benefit negotiated for you by CSEA. You can help guarantee the accuracy of your individual accruals by tracking your leave activities throughout the year. If a discrepancy should arise, it might be easier to document your claim by producing your personal leave record form.