



2020 LEAVE RECORD for New York State INSTITUTIONAL PAYROLL EMPLOYEES

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

PAY PERIOD

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.

ANNUAL LEAVE	SICK LEAVE	PERSONAL LEAVE
Balance from last record:	Balance from last record:	Balance from last record:

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)

	ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE		
	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
DEC 19, 2019 - JAN 1									
JAN 2 - JAN 15									
JAN 16 - JAN 29									
JAN 30 - FEB 12									
FEB 13 - FEB 26									
FEB 27 - MAR 11									
MAR 12 - MAR 25									
MAR 26 - APR 8									
APR 9 - APR 22									
APR 23 - MAY 6									
MAY 7 - MAY 20									
MAY 21 - JUN 3									
JUN 4 - JUN 17									
JUN 18 - JUL 1									
JUL 2 - JUL 15									
JUL 16 - JUL 29									
JUL 30 - AUG 12									
AUG 13 - AUG 26									
AUG 27 - SEP 9									
SEP 10 - SEP 23									
SEP 24 - OCT 7									
OCT 8 - OCT 21									
OCT 22 - NOV 4									
NOV 5 - NOV 18									
NOV 19 - DEC 2									
DEC 3 - DEC 16									
DEC 17 - DEC 30									
DEC 31- JAN 13, 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.