



2020 LEAVE RECORD for EMPLOYEES OF LOCAL GOVERNMENTS and OTHER CSEA-REPRESENTED 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: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Balance from last record: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Balance from last record: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

- 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)

	WEEK 1							WEEK 2							ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE					
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance			

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.