



2021 LEAVE RECORD for New York State ADMINISTRATIVE 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: <input style="width: 100%;" type="text"/>	Balance from last record: <input style="width: 100%;" type="text"/>	Balance from last record: <input style="width: 100%;" type="text"/>

- 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)*

	2020							2021							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			
DEC 24, 2020 - JAN 6																										
JAN 7 - JAN 20																										
JAN 21 - FEB 3																										
FEB 4 - FEB 17																										
FEB 18 - MAR 3																										
MAR 4 - MAR 17																										
MAR 18 - MAR 31																										
APR 1 - APR 14																										
APR 15 - APR 28																										
APR 29 - MAY 12																										
MAY 13 - MAY 26																										
MAY 27 - JUN 9																										
JUN 10 - JUN 23																										
JUN 24 - JUL 7																										
JUL 8 - JUL 21																										
JUL 22 - AUG 4																										
AUG 5 - AUG 18																										
AUG 19 - SEP 1																										
SEP 2 - SEP 15																										
SEP 16 - SEP 29																										
SEP 30 - OCT 13																										
OCT 14 - OCT 27																										
OCT 28 - NOV 10																										
NOV 11 - NOV 24																										
NOV 25 - DEC 8																										
DEC 9 - DEC 22																										
DEC 23 - JAN 5, 2022																										

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.