2021 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 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.