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