



2022 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 Balance from last record: <input style="width: 100%;" type="text"/>	SICK LEAVE Balance from last record: <input style="width: 100%;" type="text"/>	PERSONAL LEAVE 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)*

	2021							2022							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 23, 2021- JAN 5																										
JAN 6 - JAN 19																										
JAN 20 - FEB 2																										
FEB 3 - FEB 16																										
FEB 17 - MAR 2																										
MAR 3 - MAR 16																										
MAR 17 - MAR 30																										
MAR 31 - APR 13																										
APR 14 - APR 27																										
APR 28 - MAY 11																										
MAY 12 - MAY 25																										
MAY 26 - JUN 8																										
JUN 9 - JUN 22																										
JUN 23 - JUL 6																										
JUL 7 - JUL 20																										
JUL 21 - AUG 3																										
AUG 4 - AUG 17																										
AUG 18 - AUG 31																										
SEP 1 - SEP 14																										
SEP 15 - SEP 28																										
SEP 29 - OCT 12																										
OCT 13 - OCT 26																										
OCT 27 - NOV 9																										
NOV 10 - NOV 23																										
NOV 24 - DEC 7																										
DEC 8 - DEC 21																										
DEC 22 - JAN 4, 2023																										

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.