



2022 LEAVE RECORD for New York State COURT 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:

SICK LEAVE
Balance from last record:

PERSONAL LEAVE
Balance from last record:

*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							ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE		
	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.