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