



# 2022 LEAVE RECORD for New York State INSTITUTIONAL 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)*

								ANNUAL LEAVE			SICK LEAVE			PERSONAL LEAVE		
	THU	FRI	SAT	SUN	MON	TUE	WED	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.